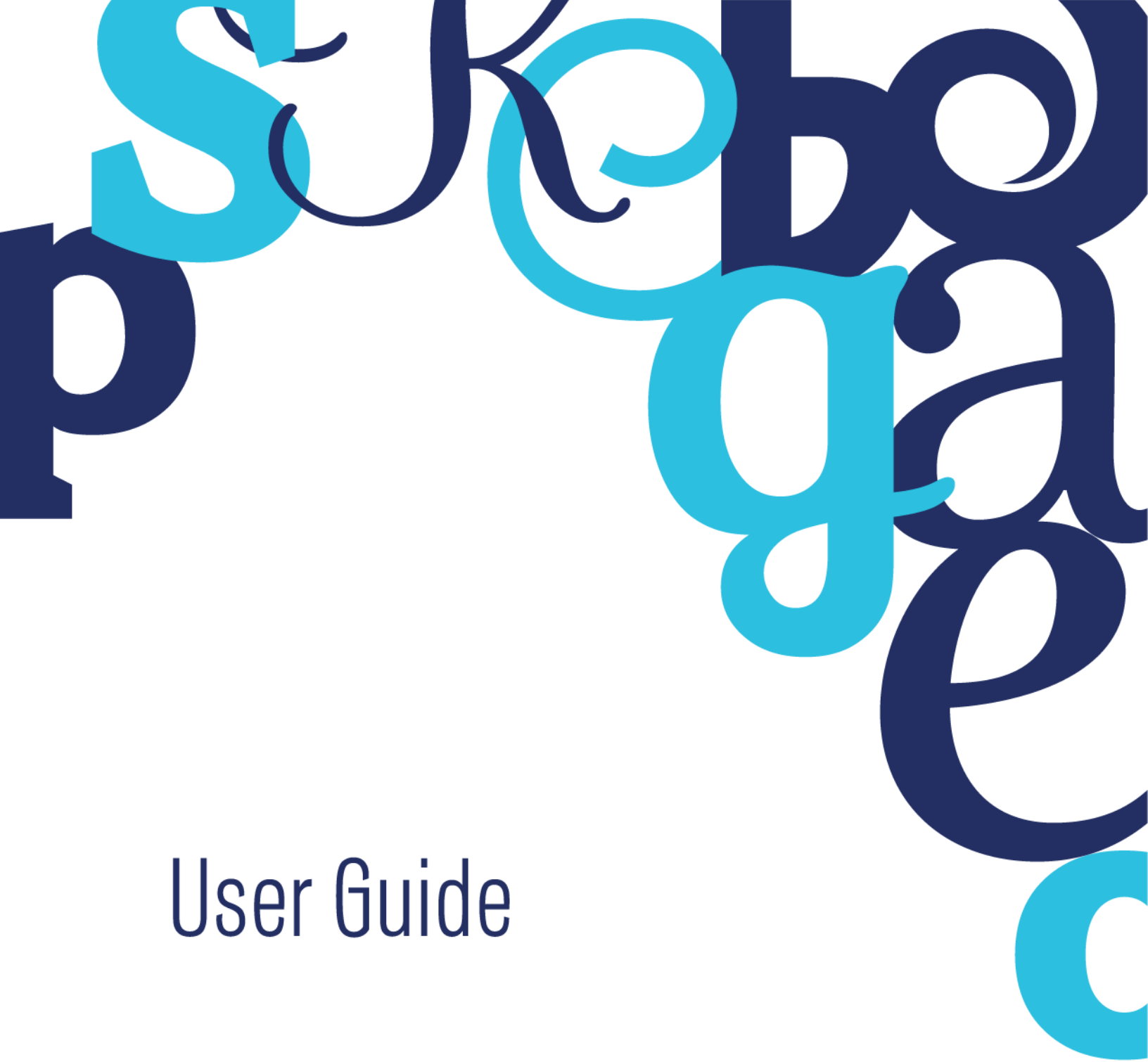




User Guide

Extensis™

Suitcase FUSION™ 3

for **WINDOWS**

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Table of Contents

Welcome to Suitcase Fusion	6
Overview of Suitcase Fusion and Desktop Font Management	6
System Requirements and Release Notes	7
Installing Suitcase Fusion	7
Suitcase Fusion and Web Fonts.....	8
Registration and Serialization	9
Disabling Other Font Managers	9
Understanding Fonts.....	9
The Suitcase Fusion Workflow	9
The Suitcase Fusion Advantage	10
Understanding the Suitcase Fusion interface.....	11
What's New in Suitcase Fusion 3	12
Upgrading to Suitcase Fusion 3	13
Typical Setup.....	14
Server-based workgroup font solutions.....	14
Freelance Graphic Design Sample Setup	14
Advertising Agency or Workgroup Publisher Sample Setup	15
Service Bureau or Printer Sample Setup	16
Web Design Sample Setup	17
Setting up Suitcase Fusion	18
Setup Quick Start.....	18
The Font Vault.....	18
Using the Font Vault	19
Adding Fonts in Place	19
Managing and Handling System Fonts on Microsoft Windows.....	19
Checking for Updates	20
Restoring user disabled warnings.....	20
Adding, Deleting and Collecting Fonts.....	21
Font Libraries	21
Adding Fonts.....	21
Resolving Font Problems	23
Deleting Fonts	24
Collecting Fonts	25
Activating and Deactivating Fonts.....	27
Selecting a Library.....	27
Activating Fonts	27
Deactivating Fonts	28

Understanding Font Activation	29
The Suitcase Fusion Core	30
Sorting and Finding Fonts	31
Working with Columns of Font Information	31
Grouping Fonts by Family	31
Using QuickFind.....	32
Specifying Find Criteria.....	33
Using Smart Sets to Find Fonts.....	33
Using QuickMatch to Find Visually Similar Fonts	34
Previewing Fonts	35
Customizing Preview Text	36
Customizing Preview Size	36
Floating Previews	36
Font Snapshot	37
Printing Preview Pages.....	37
The Glyph View Window	38
Working with Sets.....	39
Creating Sets	39
Nesting Sets	41
Modifying Sets	41
Working with Smart Sets.....	42
Exporting and Importing Sets.....	42
Working with Classifications.....	43
Classifying Fonts	43
Sorting Fonts by Classification	44
Finding Fonts by Classification	44
Applying Different Classifications to Fonts	45
Reverting to the Default Classification	45
Modifying Classifications	45
Working with Foundries	47
Assigning Default Foundries	47
Sorting Fonts by Foundry	47
Finding Fonts by Foundry	47
Applying Different Foundries to Fonts.....	48
Reverting to the Default Foundry	48
Modifying Foundries	48
Working with Keywords.....	50
Viewing Keywords.....	50
Finding Fonts by Keywords	50
Applying and Removing Keywords.....	50

Modifying Keywords.....	51
Working with Styles.....	52
Finding Fonts by Style.....	52
Applying Different Styles to Fonts.....	52
Reverting to the Default Style.....	52
Modifying Styles.....	53
Working with Auto-Activation Plug-ins.....	54
Understanding Font Sense Technology.....	54
Preparing Documents and Libraries.....	54
Saving Font Sense Metadata with Documents.....	55
Installing and Removing Auto-activation Plug-ins.....	55
Automatically Activating Fonts.....	55
Changing Auto-Activation Preferences.....	57
Maintaining Your Font Vault.....	59
Creating a new Font Vault.....	59
Selecting a Different Font Vault.....	59
Backing up the Font Vault.....	60
WebINK: Using Fonts on the Web.....	61
WebINK concepts.....	61
Creating a WebINK Account.....	62
Establishing a WebINK Connection.....	62
Opening and Using the WebINK Library.....	63
CSS Basics.....	63
Managing Type Drawers.....	73
Using WebINK on Your Websites.....	76
WebINK Workflows.....	85
Using WebINK from a Browser.....	87
About Extensis.....	91
Contact Information.....	91
Technical Support.....	92
Index.....	93

Welcome to Suitcase Fusion

Extensis™ Suitcase Fusion™ is a powerful font management utility that gives you total and precise control over all of the fonts on your system, all while making your work with fonts faster and easier than ever before.

Suitcase Fusion allows you to locate and activate fonts only when you need them, saving valuable system resources and time. Suitcase Fusion helps you automatically activate fonts for documents through auto-activation plug-ins for popular design applications, as well as on a system wide level.

With Suitcase Fusion, you'll never need to be concerned that a corrupt font might interrupt your workflow. Potential problems are diagnosed and repairs are automatically applied when a font is added.

Suitcase Fusion is the industrial-strength font management application for all creative professionals. Powered by the Suitcase Fusion Core, you will always have the font you need when you need it.

Overview of Suitcase Fusion and Desktop Font Management

If you haven't used a font manager before, you probably have most of your fonts in your system's Fonts folder. Fonts in the system fonts folders are opened automatically each time the system is started or restarted.

If you have a small number of fonts, it may not matter whether all the fonts are opened all the time. However, if you have a large number of fonts, having every font open all the time means that you probably have fonts open that you don't need, and possibly will never use. This consumes system memory, slows down your computer, and can make it difficult to wade through application Font menus to find and select fonts. It also takes time for an application to read all that font data to create the Font list, which can slow your work down considerably.

Suitcase Fusion fits directly in your workflow as a creative professional. Whether you're searching for the right font for a new project, matching a font currently in use, or gathering fonts for output, Suitcase Fusion provides easy font management at every step of the way.

Suitcase Fusion ensures that the exact font that you need is available when you need it. Through powerful auto-activation plug-ins, you can set your font activation preferences for each application.

To fit into your professional workflow, with Suitcase Fusion you can:

Organize files the way you want

- Keep your fonts outside the system's font folders saving precious system resources, yet easily open as many fonts as you want, any time you want.
- Store your fonts safe and secure in Suitcase Fusion's managed repository, the Font Vault.
- Add fonts for specific jobs temporarily to your system to keep your font collection clean.

Find and preview fonts when you need them

- Quickly find just the right font with search features such as QuickFind and Smart Sets.
- Organize and find fonts by many different attributes, including keyword, style, classification and foundry.
- Preview multiple fonts at the same time, making the selection of just the right font easier than ever.
- Closely examine necessary fonts with the Glyph View feature.
- Keep sets of specialty fonts available at your fingertips, without the inconvenience of resorting to a manufacturer's CD or DVD to search for that special new font for a project.

Add and activate fonts as you need them

- Have Suitcase Fusion intelligently activate and deactivate fonts automatically when you open and close Adobe InDesign, Adobe Illustrator, and QuarkXPress documents.
- Access fonts conveniently, turning them on only when you need them, then turning them off as soon as you're finished with them, freeing system memory for other uses.

Rest assured that you're covered

- Automatically check your fonts for corruption, keeping problematic fonts out of your workflow.
- With Font Sense data automatically extracted from every font added, auto-activating the exact font is a breeze.
- Meet the demands of complex with features such as font libraries and a portable Font Vault.

NOTE: The term "suitcase" originated on the Macintosh, where fonts were at one time required to be placed in a "suitcase" or they couldn't be used by the system.

System Requirements and Release Notes

For the most up-to-date information about the latest version of Suitcase Fusion, please visit the Extensis website: <http://www.extensis.com/en/support/documentation/?fs=/en/support/documentation/suitcase/>.

Installing Suitcase Fusion

Before installing Suitcase Fusion, you must disable any other font managers. Running more than one font manager can cause inconsistent font activation and is not recommended. The first time you run Suitcase Fusion, it will attempt to disable all other font managers, but it is best to quit and remove others before installation.

Suitcase Fusion 3 will only upgrade your Windows database if you are using Suitcase Fusion or Suitcase for Windows version 11.0 or higher. If you are running an older version, remove it from your system before you install Suitcase Fusion 3.

If you are upgrading from a previous version of Suitcase or Suitcase Fusion, see "Upgrading to Suitcase Fusion 3" on page 13 for more information.

To install Suitcase Fusion, double-click the installer icon and allow the installer to guide your installation.

Suitcase Fusion and Web Fonts

You may have noticed that many websites share the same tired look for their text content. This is because web developers restrict themselves to using a limited set of common "web fonts" in order to ensure their pages display properly in most situations.

Recent advances in browsers and web standards allow web developers to use fonts that are not necessarily installed on the end user's computer. This is done by including a style sheet that references a font that resides on a web server. The font doesn't even need to be on the same server that hosts the website!

This opens up a whole new world of typographic possibilities for web developers and even the "weekend webmaster." Fonts can be hosted on a web server and used in as many different scenarios as you can imagine.

Up until now, hosting fonts on a web server has been problematic if not impossible for many. Will your web host allow you to upload fonts? Does your font license allow you to share the font in this way? Do you have the correct formats for all available browsers? How can you prevent others from illegally using the font that you have purchased?

Enter Extensis and the WebINK font rental service. WebINK delivers professional, high-quality fonts to your website at very low cost.

WebINK allows you to browse and preview fonts, test them on your website, then generate the necessary CSS to include them in your live site. In most cases, you will need to change just one file on your site to give it a new, professional look.

Unlike other methods of using web fonts, WebINK does not generate static images of your text, does not require JavaScript or Flash, does not require any end-user setup, and does not require special handling for specific browsers. All that you need to do is choose your fonts and add the CSS to your site.

Suitcase Fusion gives you direct access to WebINK, so you can search for fonts, preview your website, and generate the necessary CSS from the same font manager that you use for your desktop workflow.

Using WebINK fonts on your website is a straightforward process. There is some setup involved, and after that you only need to select fonts, export a CSS file, and integrate that CSS into your website.

Here are the basic steps you need to follow in order to access the WebINK service, set up the service to work with a website, select custom fonts, and add the style sheet to your site.

- 1. Install Suitcase Fusion.**

Besides managing your desktop fonts, Suitcase Fusion provides the tools you need to find and try fonts for your website, and create the style sheet enhancements you'll need to use those fonts.

- 2. Create a WebINK account.**

Suitcase Fusion gives you the option to do this the first time you run it. Tell us your name, email address and other contact information.

- 3. Log in to your account using Suitcase Fusion.**

- 4. Create a Type Drawer and add sites to it.**

A Type Drawer holds the fonts you want to use and the sites you want to use those fonts on.

- 5. Find fonts for your site and add them to the Type Drawer.**

The WebINK Library holds hundreds of high-quality fonts from major type foundries. Suitcase Fusion allows you to preview your website with WebINK fonts in any elements on your page.

- 6. Export the CSS for your Type Drawer.**

- 7. Add the CSS to your website's style sheet then republish your style sheet.**

Your website will be updated immediately!

Registration and Serialization

It is important to enter a serial number and register your copy of Suitcase Fusion so we can provide you with the best possible service. Registered users are eligible for technical support, information regarding new versions and products, discounts and special offers on new products.

Your serial number is located inside the product case or was sent to you via e-mail. If you choose not to enter a serial number, Suitcase Fusion will run in a demonstration mode that allows you to use the product for 30 days. To purchase a serial number, contact [Extensis customer service](#).

To enter your serial number:

1. Start Suitcase Fusion.
2. Choose **Help > Enter Serial Number**.
3. Enter your serial number and click **Continue**.

Disabling Other Font Managers

To ensure the proper operation of Suitcase Fusion, it is important to disable or uninstall any other font managers. Running more than one font manager at a time can cause unpredictable results and system instability.

When launched, Suitcase Fusion automatically attempts to disable other font managers. To be sure, you may want to remove and/or manually disable other font managers.

Just closing or quitting other font managers might not be sufficient. Many font managers, including Suitcase Fusion, run an application in the background that manages font activation and deactivation. These background applications must be disabled before running Suitcase Fusion. To do so, disable any application preferences that tell the other font management application to launch on startup or login and then restart your computer.

Understanding Fonts

Fonts are an integral part of a computer's operating system, as well as necessary for every application and document that you use on your computer. There have been a wide variety of electronic font types developed over the years. These font types were created for a variety of reasons—better output at the printer; better and more consistent display on computer monitors, more consistent compatibility across multiple platforms, and so on.

Not all font types are created equal, and cannot necessarily be used interchangeably in all situations. Suitcase Fusion supports popular font types, from PostScript and TrueType to OpenType. For more information about font types and font history, Extensis recommends downloading the Adobe Typography Primer from: http://www.adobe.com/education/pdf/type_primer.pdf

The Suitcase Fusion Workflow

Suitcase Fusion is designed to streamline the professional creative workflow by maintaining precise control of fonts at all times. Through the use of plug-ins for popular design applications, exactly the right fonts are automatically activated when needed by a document. Creative users also demand detailed information about their fonts, and through innovative features such as the Glyph palette, users can inspect fonts down to very fine detail.

Take a look at how Suitcase Fusion works in the following publishing scenarios.

Let's say a service bureau receives a CD containing an InDesign document and a folder of fonts. The service bureau employee does the following:

- Launches Suitcase Fusion.
- Adds the fonts to Suitcase Fusion temporarily (so they're removed when the computer is restarted) as a new Set.
- Opens the InDesign document and prints it, accessing the fonts on the CD.

After the document is printed and the user logs off for the day, the fonts are removed from the database. This workflow guarantees that each job is printed with the fonts provided, and that unnecessary fonts aren't loaded on the computer.

Suitcase Fusion provides options ideal for graphic design situations in addition to production environments. Let's say a designer is working on a brochure for a client. The client's corporate identity involves two font families, but the

designer is free to incorporate other typefaces into the design as well. To use these fonts consistently, the designer does the following:

- Locates desired fonts and adds them to the Font Vault by dragging them into the Libraries pane of Suitcase Fusion.
- Suitcase Fusion automatically creates a new set for these fonts to be used with the job.
- Previews and prints samples of various other fonts that might be used, and adds them to the set.
- Activates the font set temporarily.
- Uses the fonts to create an initial design in QuarkXPress and sends it to the client for approval.
- Opens the QuarkXPress document several days later to incorporate changes. Only the fonts required by the job are automatically activated by the QuarkXPress auto-activation XTension.
- Finishes the job and uses the XTension to create a new document set in Suitcase Fusion for future reference and then collects the fonts for output to provide a copy of the fonts for the service bureau.
- Receives additional jobs from the client and changes the document set to permanently active (so the fonts are always available).

For more detailed descriptions of how Suitcase Fusion can fit into your workflow, please see the Typical Setup chapter of this guide.

The Suitcase Fusion Advantage

In a professional design workplace, a common challenge is the need to have multiple versions of a font available for different projects. The combination of the Font Vault, Font Sense information and the auto-activation plug-ins makes Suitcase Fusion the most accurate choice for font activation.

For example, you may have a document that was designed years ago with a specific foundry's Helvetica font. Since the time of the document creation, it is likely that new versions of Helvetica have been created that add new glyphs, update kerning values and generally make the font better. When you open your old document, you need to make sure that you are using exactly the same font that was used when the document was originally designed. The newer version of the font might create unpredictable and expensive results, including text reflow and general design headaches. Other Font managers, not being of professional caliber, will see these two fonts as completely identical, and use them seemingly interchangeably.

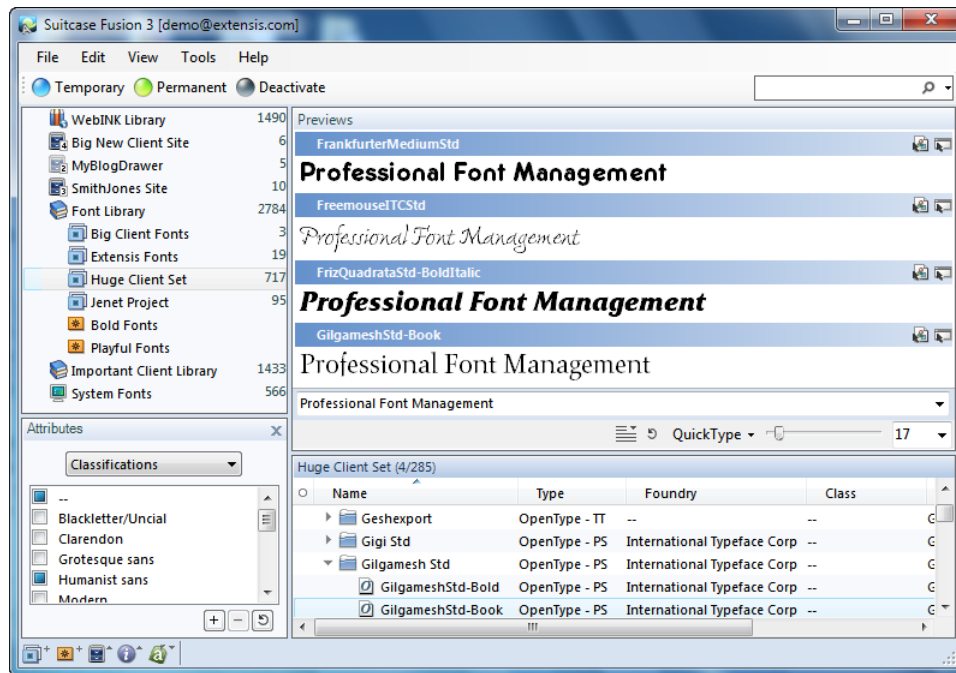
To best solve this problem, Suitcase Fusion examines each font and creates a unique Font Sense identifier for each font. These identifiers are created using a combination of many of the font's attributes, including PostScript name, kerning values, version number, etc. These values are stored in the Suitcase Fusion database, and by using the Suitcase Fusion plug-ins when creating your document, in each document itself. Using this method, the next time you open the document, fonts that have the same Font Sense information can be automatically activated.

Understanding the Suitcase Fusion interface

Suitcase Fusion 3 offers all the power you need to manage fonts.

The main window is divided into five areas, organized as follows:

- The **Toolbar** is across the top of the window.
- The **Libraries** pane is in the upper left.
- The **Fonts** pane is in the lower right.
- The **Attributes** pane is in the lower left. (This can be hidden to allow more space for the **Libraries** pane.)
- The **Preview** pane is in the upper right.



What's New in Suitcase Fusion 3

Suitcase Fusion 3 goes beyond desktop font management and gives you the tools to integrate hosted fonts—from the WebINK font service—into your own websites.

The following are the most prominent new features in Suitcase Fusion 3.

WebINK

The WebINK font rental service is the cost-effective way to implement typographic distinctiveness on your websites. Browse the massive WebINK Library, test fonts on your existing sites or those in development, then add new fonts to your site with simple changes to your CSS. WebINK handles the font licensing, hosting, and provides the correct format to each visitor, freeing you to concentrate on web design.

See "WebINK: Using Fonts on the Web" on page 61 for details on this exciting new capability.

Application Sets

Use Application Sets to extend auto-activation to any program. Create an Application Set for a specific program, add fonts, and whenever you start that program, that set of fonts will be automatically activated.

QuickMatch

Show me more fonts like this. QuickMatch finds fonts in your local libraries or the WebINK Library that are visually similar to another font, and shows you samples of the closest matches.

Auto-activation Plug-ins for Adobe Creative Suite 5

Suitcase Fusion 3 includes auto-activation plug-ins for Illustrator CS5 and InDesign CS5.

Font Snapshots

Quickly drag a snapshot of a font preview to the desktop as an image file.

Upgrading to Suitcase Fusion 3

Upgrading from a previous version of Suitcase is a simple process.

Before you install Suitcase Fusion 3, remove any previously installed auto-activation plug-ins. Any auto-activation plug-ins from other font managers, including previous versions of Suitcase, can conflict with the new plug-ins in Suitcase Fusion 3.

When you install Suitcase Fusion 3, you may want to import all of your old previous Suitcase data into the new installation, since this does not happen automatically. This includes all of your fonts, sets and other information.

When you import data into Suitcase Fusion 3, the following are imported from earlier versions of Suitcase for Windows:

- All fonts in your Font Vault.
- All references to fonts added in-place.
- Your entire Suitcase Fusion 2 or Suitcase for Windows database, including all sets.

Because the import process checks all fonts for integrity, if you added any fonts to a previous version of Suitcase Fusion from removable media, such as DVDs, flash drives, or external hard disks, you will need to have these available during the import process.

NOTE: Importing will only function properly on data from Suitcase Fusion version 11.0 or newer.

If you have multiple users on the same computer, you must perform the Import Fusion Database command to migrate each user's data.

To import your previous database:

1. Close the previous version of Suitcase.
2. Launch Suitcase Fusion 3.
3. Choose **Tools > Import Suitcase for Windows Data**. If this menu item is disabled, a previous database was not located.
4. When prompted, insert any external media or mount any necessary network drives requested by Suitcase Fusion 3.
5. At the end of the import process, you are given the option to view the import log. This file tells you if any of your fonts failed to import, and if there were any other errors in the import process.

NOTE: If you stop the import process, Suitcase Fusion 3 retains all data imported up to the point that the import process was stopped. To import the remaining data, restart the import process. Suitcase Fusion 3 automatically knows if the fonts and data have already been imported and does not create duplicates in your new Font Vault.

Typical Setup

Suitcase Fusion is designed for publishers—web designers; freelance graphic designers; advertising agencies; publishers producing magazines, newspapers, and books; and service bureaus and printers. Each type of user typically handles fonts differently, with web designers using fonts hosted on a server, freelance graphic designers typically maintaining their own fonts, creative firms preferring to use the same fonts, and service bureaus managing client's fonts.

Suitcase Fusion provides different methods for adding, activating, and managing fonts to suit each different workflow. As you continue to work with Suitcase Fusion, you'll discover the methods that work best for your work environment. However, until you're comfortable with the software, you may wish to use one of the typical setups provided here. Keep in mind that these examples are merely suggestions and may need to be modified to suit your needs.

Server-based workgroup font solutions

In workgroup environments, the capabilities of a server-based font management system are often a necessity. A server-based solution centralizes font management administration and control, ensures that all users are using exactly the same font, ensures font license compliancy and protects against rogue fonts entering the workflow.

Universal Type Server is the server-based solution available from Extensis, and sold separately from Suitcase Fusion. Universal Type Server is available in many different configurations to meet the needs of different organizations and workgroup sizes. Universal Type Server is available for Macintosh, Windows, or cross-platform workgroup environments. Both client and server can run on either Macintosh or Windows. For more information about server-based font management, or to download a demo version, please see the Extensis website (www.extensis.com).

Freelance Graphic Design Sample Setup

Freelance graphic designers usually maintain a large collection of fonts to afford many different options when working with a variety of clients. Taking advantage of several key features in Suitcase Fusion will help freelancers work with their fonts more efficiently.

Option 1: Using Suitcase Fusion Efficiently

Add all of the fonts stored on your hard drive into the Font Vault. This ensures that all your fonts are in one place, making it easier to prevent duplicates and backup your font collection.

To use the Font Vault:

1. Choose **Edit > Preferences**.
2. Enable the **Copy added fonts into the vault** option.

Once your fonts are in the database, you can use Suitcase Fusion to help you clean by removing unnecessary fonts. For example, you can use the Find dialog box to display all of the potentially duplicate fonts with the same name and then review the fonts to determine if you can delete any of them. You may have two versions of the same font, and decide that you only need to keep one. You will undoubtedly find fonts that you don't need. Before you delete any fonts, be sure that these particular fonts are not required for a job or project that you may need to work on at some point.

Once your fonts are cleaned up, create sets for your current clients and projects. You can then activate sets permanently for ongoing jobs and activate sets temporarily for quick jobs. When you finish a job, you can drag the project's set to the Desktop to create a copy of the fonts for your service bureau.

In addition to creating sets, scan through your fonts and activate permanently any fonts that you use often. For example, activate the fonts used in your own letterhead and logo, and activate Zapf Dingbats, Symbol, Times, and Helvetica. When you acquire new fonts, add them to the vault as well.

Option 2: Adding fonts in place

If you prefer to store fonts with specific jobs, or if you have a font organization system that you prefer, you can set up Suitcase Fusion to [leave fonts in place](#).

If you add fonts from removable media, for example CDs or DVDs, and you don't have enough space on your hard drive to store all these fonts, you can add these fonts to Suitcase Fusion by choosing the **Add fonts leaving them in place** option in the Preferences dialog box. This allows you to catalog all your fonts without storing them all on your hard drive. When you want to use these fonts, you will have to mount the appropriate volume; Suitcase Fusion will notify you when the need arises.

To have Suitcase Fusion leave fonts in place:

1. Choose **Edit > Preferences**.
2. Enable the **Add fonts leaving them in place** option.

When you add fonts, your font files will remain in place and they will not be added to the vault.

Of course, you could also choose to add fonts to an entirely separate font library (**File > New Library**). This way the fonts would be stored in your Font Vault, but would not be mingled in with the rest of your font collection.

Advertising Agency or Workgroup Publisher Sample Setup

If more than one computer is involved in your publishing process, font management becomes extremely important. Any variation in fonts can cause missing fonts problems, inaccurate substitutions, and text reflow. In addition, administrators must ensure that the company owns licenses for the fonts used in all projects. You can use Suitcase Fusion features to control these issues or upgrade to a more powerful server-based font management system.

With a stand-alone font manager, each user must manage their own fonts as a freelance graphic designer would. Each user maintains his or her own font library stored in his or her own vault.

If the Suitcase Fusion users are working over a network on the same documents—for example, at a site using QuarkXPress—users can still manage their own fonts. To prevent problems, the users must obtain their fonts for common jobs from the exact same source. For example, if a user receives a CD or DVD of fonts with Adobe InDesign, they cannot be sure that the font versions are the same as fonts received on a CD with Adobe Photoshop.

The administrator should create the master folder of fonts, ensuring that all the fonts in the folder have been properly licensed by the company, and that the company owns sufficient licenses for each of the fonts. The administrator can distribute this folder to each of the users in the workgroup by copying the folder of fonts to each user's computer, or placing the folder in a network location so each user can download and add the fonts to Suitcase Fusion themselves. Users should add fonts to the Font Vault on their local computer. The administrator can add fonts to the master folder, and users can then periodically add the entire folder to Suitcase Fusion. Duplicates are prevented from being added to the vault, so only new fonts the folder will be added to a user's Font Vault.

For special projects, the users can add fonts to Suitcase Fusion using the **Add fonts leaving them in place** preference. By choosing to add fonts in place, new fonts are not added to the user's Font Vault, and only approved fonts remain in the Vault.

Users can further organize fonts from special projects using Libraries and Sets. If it's important that fonts aren't stored together and not used across clients, the user can create a library for each client and only add fonts for each client in each library. If the user only wants to create a group of fonts as a reminder of which fonts were used for each client, keep all of the fonts in one library and create a set for each client. Each client set can be further organized by creating nested sets for each project.

For example, an agency doing work for multiple movie studios could make a library for each studio. Then within each library a new set would be created for each movie, and nested within each movie set could be sets for specific projects like movie poster, DVD cover, etc.

Service Bureau or Printer Sample Setup

Service bureaus and printers have font-management issues unlike most other users: handling the scores of fonts delivered by clients each day, ensuring that the appropriate fonts are used to output each job, controlling the number of active fonts, and deleting fonts that are no longer necessary. Fortunately, many features in Suitcase Fusion are designed to address service bureau-specific issues.

Managing House Fonts

Service bureaus generally own an extensive library of fonts that may be used to print their materials or to print documents for clients that do not provide fonts. To keep these fonts separate from clients' fonts, the service bureau's fonts can be stored in a Font Vault used specifically for house fonts.

Adding Clients' Fonts

Whether you require clients to deliver fonts with jobs or they're educated enough to do it on their own, you're likely to receive anywhere from a few individual font files to a hundred or more fonts with each job. The way you add those fonts to the database will depend somewhat on the nature of the client or the nature of the job.

Generally, it makes sense to keep the client fonts together with the rest of the client job files. You could set up a folder hierarchy in which you maintain all customer jobs along with their fonts. Since the Suitcase Fusion Font Vault is portable, you could create a separate vault specifically to house this client's fonts. By using a Font Vault specifically for each client, you can be assured that only those client's fonts are being used for the job, giving your client the piece of mind that they aren't using house fonts, or any other product that they might not have purchased a license.

If you prefer to work from a single Font Vault, you can further differentiate your customer's fonts using font libraries within Suitcase Fusion. When a customer brings in a job, you could select their library in Suitcase Fusion, and add all fonts for the job as a set in that library. Since the Suitcase Fusion auto-activation plug-ins activate fonts only within a single library, you can be sure that only fonts from that library are being automatically activated.

If you prefer not to keep fonts on your system at all, you may consider other options depending upon the type of client and job.

- For a new client with a one- or two-page job, you might want to [add the fonts temporarily](#). The fonts are added to the database, immediately activated, and override any fonts of the same name already active. When you shut down the computer, the fonts are removed from the database. For a quick job, especially one with only a few fonts, you may not want to bother creating new keywords or sets that you would need to delete later.

Web Design Sample Setup

Web design is a new use for Suitcase Fusion. Modern browsers give web designers the ability to use fonts on a web page when the viewer of the page does not have the font installed. Suitcase Fusion WebINK Preview is integrated with the WebINK font rental service from Extensis. This combination gives you the ability to preview any of hundreds of fonts on your existing websites and during design and development, then Extensis will host and serve the fonts to website visitors.

There are several features of Suitcase Fusion WebINK Preview to help you choose fonts, integrate them with your design, and manage monthly rental.

A reminder about desktop font management

Although your primary focus is the web and web fonts, most designers will benefit from using the desktop font management features of Suitcase Fusion. Suitcase Fusion can:

- Free system resources so your computer and other applications work better.
- Eliminate damaged and duplicate fonts.
- Temporarily disable local fonts that match web fonts (crucial for testing websites).

Working with disabled Type Drawers

WebINK groups websites and fonts into Type Drawers. Each Type Drawer links a set of fonts with a set of sites that use those fonts. You can have as many Type Drawers as you need.

Type Drawers can be disabled until you are ready to start using their fonts live on your websites. When a Type Drawer is disabled, you can generate the CSS for the fonts it contains, but the fonts will not be served to any sites in the Type Drawer. This allows you to develop your website's content without being charged for font usage. When your website is complete, enable the Type Drawer and instantly the WebINK fonts will be served to your site.

Using a local Web server

You can set up a Web server on your computer or your network and add it to your Type Drawer. You can then develop websites and serve them on your local server as a way to test them before deploying them live on the Internet.

Transferring a Type Drawer

Once you have developed and deployed a working website with WebINK fonts, you can transfer the Type Drawer to a third party for regular billing.

Setting up Suitcase Fusion

Before adding your fonts to Suitcase Fusion, you need to make a few basic decisions about how you would like Suitcase Fusion to manage your fonts. By making a few simple decisions beforehand, you will better understand how Suitcase Fusion can help you stay organized and be more productive.

Suitcase Fusion can meet your font management needs by allowing you to use the secure repository, called the Font Vault, or use your current organization by using fonts in the current location.

Setup Quick Start

Getting started with Suitcase Fusion is quick and easy. If you make a few simple decisions before getting going, your long-term experience with font management will be significantly better.

The following instructions are meant to get you going quickly. If you have concerns about your workflow, please read through the [typical setups](#) topics to get more ideas about how Suitcase Fusion can benefit your workflow.

1. [Install the Suitcase Fusion 3 application.](#)
2. Launch Suitcase Fusion 3.
3. If you want the [Suitcase Fusion Core](#) to run at all times in the background, enable the **Start Suitcase Fusion 3 Core at Log-in** preference from the Suitcase Fusion 3 Control Panel item.
4. From the Suitcase Fusion preferences, select a [Font Vault](#) option.
5. If upgrading from a previous version of Suitcase, import your database.
6. Install the [font auto-activation plug-ins](#) for your applications.
7. [Add fonts](#) to Suitcase Fusion.
8. Use the [preview pane](#) to preview fonts.
9. [Activate](#) and [deactivate](#) fonts as required.
10. Create [sets](#) of fonts for specific projects, clients, etc.
11. Add [keywords](#) to your fonts to make them easy to find.

The Font Vault

The Font Vault is a single, secure, managed repository that stores your entire Suitcase Fusion database, as well as your fonts.

All of your font data, including font sets, keywords and custom classifications, styles and foundries are also stored in the Font Vault. As are any references to fonts added in-place from your hard disk or other locations.

Since you can use more than one Font Vault, it is possible to entirely change how fonts are organized in Suitcase Fusion and used on your system just by switching to a new Font Vault.

The Font Vault for storing fonts

In all likelihood, you have fonts spread out over your entire computer, network, and even on many external CDs, DVDs and hard disks.

The Font Vault is a secure location on your hard disk where Suitcase Fusion can store and automatically organize your fonts. Fonts are secured, so that you won't accidentally delete or possibly change a font. You can easily add, delete, activate, preview and copy fonts that are stored in the Vault.

Font Vault benefits

The Font Vault has many benefits, including:

- Suitcase Fusion does not allow true duplicate fonts into the Vault. This makes managing your fonts much easier and minimizes storage needs.
- The Vault is secure, so you can't accidentally delete an important font file.
- Fonts are automatically separated into font faces, so you only activate the font faces you need.
- With your font files stored in the Vault you can easily manage these files with Suitcase Fusion including: adding fonts, deleting font, copying (collecting) fonts, previewing fonts, and of course, activating fonts.
- The Vault can be backed up to a remote location, and restored in case of emergency.

If you currently organize your fonts with folders on disk, upgrading to the Font Vault gives you access to all of the organizational features of Suitcase Fusion. You no longer need to manually move font files from one folder to another. In addition, Suitcase Fusion provides excellent organization automatically when collecting files for output. Collected fonts are logically organized into families, and can even be further organized by sets that you've created.

For complete font security and reliability, Extensis recommends using the Vault.

Using the Font Vault

To tell Suitcase Fusion to add fonts to the Font Vault:

1. Choose **Edit > Preferences**.
2. In the Preferences dialog, enable the **Copy added fonts to the vault** option. (When you first install Suitcase Fusion, this option is enabled by default.)

NOTE: You should always maintain a backup containing your original font files, and [backup the Font Vault](#) on a regular basis.

Adding Fonts in Place

If you prefer to manage your font files yourself, Suitcase Fusion allows you to leave your font files in place, and still manage them through a single point of access. You may want to add fonts in place if you are only going to add them to your font collection temporarily and don't need extra fonts cluttering up your database.

Extensis highly recommends that you use the Font Vault to store the majority of your fonts. You can combine the use of the Vault with leaving fonts in place based upon your specific needs and configurations. To do so, change your Vault preferences before adding fonts.

To tell Suitcase Fusion to leave fonts in place:

1. Choose **Edit > Preferences**.
2. In the Preferences dialog box, choose the **Add fonts leaving them in place** option. This tells Suitcase Fusion to active and deactivate the font from its current location.

When your vault preference is set to automatically add fonts to the font vault, you can add fonts in place by holding down the ALT key and dragging fonts or folders from the Windows Explorer and dropping them into the Fonts or Sets pane.

Managing and Handling System Fonts on Microsoft Windows

Your system fonts display under the System Fonts icon in the Libraries pane. These fonts reside in the Microsoft Windows fonts folder (\\Windows\\Fonts\\) and are activated by the operating system.

Required system fonts

Fonts that are required for Microsoft Windows to function properly are displayed with a "locked"  icon in the System Fonts list. To ensure the stability of your system, these fonts cannot be manually deactivated.

Fonts that are considered "required system fonts" change with each release of Windows. Keep your version of Suitcase Fusion current by downloading the most current version by choosing **Tools > Check for Updates**.

Overriding system fonts

If you attempt to activate a font that has the same PostScript name as an active system font, as long as the font is not a "required" system font, Suitcase Fusion automatically activates the requested font by deactivating the system font. If the font has the same PostScript name as a "required" system font, the font activation is not allowed.

Checking for Updates

Periodically Extensis updates Suitcase Fusion to maintain compatibility with operating system updates, add new features and fix any problematic issues.

Suitcase Fusion contains an automatic update feature that downloads and installs the newest components, including auto-activation plug-ins.

To check for updates, choose **Tools > Check for Updates**.

Restoring user disabled warnings

From time to time while you are using Suitcase Fusion, the application will warn you about the consequences of an action or command. If you don't want to be warned again about the consequences of that specific action again, you can click a check-box to disable future warnings for that specific warning only.

To restore all warnings that you have previously disabled:

1. Choose **Edit > Preferences**.
2. Click the **Restore** button.
3. Click **OK**.

Adding, Deleting and Collecting Fonts

Adding, deleting, and collecting work as follows:

- You add fonts to the selected library. You cannot add fonts to the System Fonts library using Suitcase Fusion.
- You can add fonts individually or as named sets. Suitcase Fusion lets you drag-and-drop fonts or browse to a specific location to add fonts.
- Suitcase Fusion does not allow any orphan font files and it attempts to repair any font corruption issues.
- You can remove fonts from sets or delete them entirely from Suitcase Fusion.
- Deleting fonts that are contained in the Font Vault are deleted entirely. To preserve a copy of the original font file, be sure to have a backup copy, or collect the font for output before deleting the file.
- Deleting fonts that are added in place are merely removed from Suitcase Fusion. The original font file remains in place on disk.
- You can collect (export) fonts from Suitcase Fusion directly or from applications using the auto-activation plug-ins.

Font Libraries

Font libraries are the basic large collections of font in Suitcase Fusion. Displayed in the upper left corner of the interface, the Libraries pane displays all of your font libraries, as well as the sets contained within each library.

System fonts are displayed separately in the Libraries pane.

It is likely that you will need only a single font library, but there are some reasons why you may want to create additional libraries.

- Keep some new and unproven fonts out of your main workflow.
- Keep fonts for different clients separated
- Use one as your main library and another as a place to add fonts in-place for client jobs.
- Use libraries as a way to control auto-activation, since you can activate across all libraries or specify a distinct library for plug-in activations.

For example, you may have a client that only uses fonts that are licensed for specific projects. You could create a separate library that contains only the approved, licensed fonts for that client. Then when using the Suitcase Fusion auto-activation plug-ins, restrict font activation to only that library. This keeps you from inadvertently using an unapproved font for that client's projects.

To add a new library, choose **File > New Library**.

Adding Fonts

You can add fonts via drag-and-drop or choose **File > Add Fonts**. While adding fonts, Suitcase Fusion scans them to collect information and check for corruption.

NOTE: Suitcase Fusion does not add orphan bitmap or orphan outline fonts. In addition, some repairs are made as fonts are added. See [Resolving Problem Fonts](#) for more information.

Adding Fonts Individually

Suitcase Fusion makes it easy to add fonts by searching through volumes, folders, and files to locate font files for you.

To add fonts to a library:

1. Launch Suitcase Fusion.
2. Select any item containing fonts—your hard drive, CDs, flash drives, network volumes, folders, or files.
3. Drag your selection into the **Fonts** pane to add them to the selected library. You can also drag fonts onto a library name or into a set within a library.

Adding Fonts as Sets

To retain any current organization you have for fonts—for example, if you have folders of fonts for specific projects—you can add the fonts as sets. Each folder becomes a set with the same name and contents as the folder.

To add fonts as a set, do one of the following:

- Choose **File > Add Fonts**, or press Ctrl+L. Use the **Choose fonts to add to library** [name] dialog box to locate and select a folder of fonts, then click **Add**. A set is automatically created from the folder you select.
- Select folders on the desktop that contain fonts. Drag the folders onto a library in the **Libraries** pane of Suitcase Fusion. You can also drag the folder to an existing set to create a nested set.

NOTE: Suitcase Fusion lets you create nested sets (sets within sets), but it does not automatically create them as you add folders of fonts. All the fonts within a folder will become a single set even if many folders of fonts are nested within the first folder. If you need to add nested folders as individual sets, select those folders and add them independently.

Adding Fonts Temporarily

Temporary fonts are managed by Suitcase Fusion until you log off or restart your computer. This is useful if you have fonts that are used only with a specific project and that you may not want on your system after working on the project.

By default, temporary fonts are added to Suitcase Fusion and left in place. Temporary fonts are never added to the Font Vault, so you do not need to change the Vault preference before adding temporary fonts.

Temporary fonts are listed as a blue dot with box around it in the status column of the Fonts, Sets and Preview panes. Deactivated temporary fonts only show the box around the empty activation icon.

To temporarily add fonts to Suitcase Fusion:

1. Choose **File > Add Temporarily** (Ctrl+Shift+L).
2. Navigate to the font you want to add and click Select.

To deactivate and remove all fonts added temporarily:

1. Choose **Edit > Remove All Temporary Fonts**.
2. Suitcase Fusion displays a warning dialog box. Click **OK**.

To remove some of the temporary fonts and not others:

1. In the **Fonts** pane, select the fonts that you want to remove.
2. Choose **Edit > Delete from Library**. You can also right-click the selected fonts and choose **Delete from Library** from the shortcut menu.

Adding Fonts "On Demand"

If you are working in a production environment, such as a service bureau or commercial print shop for example, you may need to temporarily activate fonts supplied by customers. For example, you may need access to those fonts just while that job is being output.

When you add a font "On Demand" it is activated immediately and **overrides any other fonts of the same name**. It is treated otherwise as a temporary font. Fonts activated on demand are also displayed in the font lists with blue temporary activation icon surrounded by a box. Just like other temporary fonts, "On Demand" fonts are removed when you log off or restart your computer.

This powerful feature is typically used by Service Bureaus and Print vendors who need to have Suitcase Fusion "forget" fonts when a job has been completed.

To add and activate an "On Demand" temporary font, hold down the Ctrl key and drag the font into a library or set. (You cannot add an "On Demand" font to the System Fonts.)

Scanning Fonts to Add

When you add fonts, Suitcase Fusion performs a scanning process that finds, examines, and organizes all the fonts. The amount of time the scan takes depends on a variety of factors, including: the number of fonts you're adding, the speed of your computer and the media on which the fonts are stored.

- The progress of the scan displays in the **Activity** area across the bottom of Suitcase Fusion. A progress indicator gives information about the operation such as **Searching for Fonts** or **Processing Files**.
- Double-click the **Progress** button to display the **Activity Viewer**, which shows you the status of each font file being added. You can also choose **Tools > Activity Viewer**, or press Ctrl+0 (the digit zero).
- Click the **Stop** button (the **X**) in the **Activity** area at the bottom of Suitcase Fusion to stop adding the fonts. The fonts that are already added will remain in Suitcase Fusion. You can also click the **Stop** button for an individual font in the **Activity Viewer**.

Resolving Font Problems

When fonts are added to Suitcase Fusion, the scanning process and the information collected help you clean up your font library and make sure all your fonts are usable. Suitcase Fusion does not allow orphan bitmap or orphan outline fonts, so they are not an issue. However, corrupt fonts, duplicate fonts and missing fonts may still cause problems.

- [Font Activation Conflicts](#)

Corrupt Fonts

Corrupt fonts can be the source of document problems as well as cause operating system issues. Suitcase Fusion defines a corrupt font as any font for which the font resources cannot be opened, appear to contain inconsistent information, or have incorrect values in important fields of the font file resource.

Most of the time, if a font is corrupt, it cannot be repaired. However, there are certain types of minor problems that can be corrected, and there are certain types of problems that can be safely ignored. The scanning process identifies corrupt or problem fonts and, depending on the type of problem, Suitcase Fusion either fixes the problem and adds the font to the library, or gives you the option to add the fonts in-place.

If you choose to add any potentially corrupt fonts in-place, they are put into a new date-stamped set named "Problem Fonts" so that you can review them and take appropriate action.

Adding potentially corrupt fonts in-place does have risks. Corrupt fonts may still not activate properly, and may cause potential printing problems. The ability to add corrupt fonts in-place is only provided as a convenience if you are absolutely unable to obtain a fresh copy of the font from your backups or from the font foundry. It is highly recommended that you remove potentially corrupt fonts from your library as soon as it is no longer needed.

Duplicate Fonts

In Suitcase Fusion, a "duplicate font" is a font with the same Font Sense ID—meaning the exact same name, foundry, type, version number, FOND ID, kerning table, and outline file size as another font.

There are no "true" duplicates stored in a Suitcase Fusion Font Vault. This means that if you are storing all of your fonts in the Font Vault, if you add a font that contains exactly the same font metrics, it is not allowed into the vault. If you are adding fonts in-place, you can add the same font from multiple locations, and it is definitely possible to have the same font in Suitcase Fusion multiple times.

Since the criteria for duplicate fonts is so specific, and fonts can only be added to the Font Vault once, if you see several fonts with the same name in a library it's either because the fonts were added in-place, or that you have different versions of the same font. For example, you may have two versions of a font, one that contains the Euro glyph, as well as an older one that does not. In this case, you may want to pare your libraries down to one version of each font.

To locate duplicate fonts:

1. Choose **Edit > Find Fonts**, or press Ctrl+F.
2. Choose **Duplicates** from the drop-down menu. This option shows different versions of the same font in the selected library.
3. If necessary, click the **Name** column to sort fonts alphabetically, and disable **View > Group Fonts by Family** (Ctrl+E).
4. Try to determine the differences between the fonts. If you need to display more information, choose options from **View > Columns**.
5. Once you determine the differences, decide which font to keep and [delete the other font](#) from the library.
NOTE: Before deleting, create a backup of the fonts by collecting them to other media.

If you need multiple versions of the same font in a library—for example, in a library for advertisers' fonts—you can leave "duplicates" in the library.

Missing Fonts

Suitcase Fusion notifies you of a missing font if you attempt to activate or preview a font that is missing. Fonts are considered missing if they are added in-place and then the original font file is removed, deleted or otherwise unavailable.

To indicate a missing font, Suitcase Fusion displays a red dot with a question mark  in the activation status column.

To view the expected location of the font, enable the Location column in the Fonts pane by right-clicking the column header and choosing Location from the menu.

To locate and re-link missing fonts:

1. In the fonts pane, click to select a missing font.
2. Choose **Edit > Locate Missing Font**. You can also right-click a missing font and choose **Locate Missing Font** from the shortcut menu.
3. Navigate to the missing font, or to the directory where you want Suitcase Fusion to search for the missing font.
4. To have Suitcase Fusion attempt to find and re-link other missing fonts in the same location, enable the **Automatically search for other missing fonts in this location** option.
5. Click **Select**.

Font Conflicts

If you attempt to activate a font that conflicts with an already open font, typically Suitcase Fusion deactivates the currently active font and activates the requested font instead.

You can control how Suitcase reacts to font conflicts by changing the settings in the Suitcase Fusion Preferences.

To tell Suitcase Fusion to warn you about font conflicts:

1. Choose **Edit > Preferences**.
2. Enable the **Notify if a Conflict Occurs** option.
3. Click **OK**.

With conflict notifications enabled, when Suitcase Fusion attempts to activate a font that conflicts with a currently active font, you will be presented with the option to either:

- **Activate the requested font:** this option activates the font that you requested or was requested by an auto-activation plug-in.
- **Keep the current font active:** this option prevents the new font from deactivating the currently active font.

Deleting Fonts

You can delete fonts for any reason—whether they're outdated, corrupt, orphans, unused, unlicensed, etc. Before deleting fonts, be sure that you no longer need the font in the library, and that you have a backup copy if you ever expect to use the font again.

When deleting fonts, it's important to understand how fonts are removed. Fonts are typically only removed from the location that you have selected in the Libraries window. This means that if you have a Set selected and delete a font, it is only removed from that set, not from the library.

If you have a library selected and delete a font, it is removed from that library. Typically, you will only have one library in Suitcase Fusion, so deleting it from the library removes the font entirely. If you have more than one library and a font resides in both libraries, you will need to remove the font from both libraries to entirely remove it.

Understanding Font Deletion

The consequences of deleting fonts in multiple libraries, fonts in a single library, and sets are different:

- If you delete a font that belongs to multiple libraries, it is only deleted from the current library.
- If you delete a font that is exclusive to the current library, it is deleted from Suitcase Fusion entirely.
- Deleting a set removes the set (and any subsets) but does not remove the fonts themselves from the library.

Deleting Fonts from a Library

Removing a font from one library does not remove it from all libraries. If you have the same font in another library, it will remain until removed.

To delete fonts from a library:

1. Launch Suitcase Fusion and select a library.
2. Select the fonts, families, or sets you want to delete.
3. Choose **Edit > Delete Font(s)**, or press Delete.
4. When the alert asks you to confirm the deletion, click **Remove**.

Collecting Fonts

You can collect fonts to create copies of fonts that reside in the Font Vault. Usually, you collect fonts so you can supply them to an output provider. You have three options for collecting fonts:

- Dragging and dropping selected fonts to the desktop, or any other folder or directory location.
- Using the **File > Collect Fonts for Output** command in Suitcase Fusion to collect selected fonts.
- Collecting fonts for output directly from graphic design applications using the auto-activation plug-ins.

Collecting with Drag and Drop

You can collect select fonts and drag them out of Suitcase Fusion.

To collect fonts:

1. Launch Suitcase Fusion and select a library.
2. Select any sets, families, or individual fonts you want to collect.
3. Drag your selection to the desktop or any media such as a Flash drive.

A copy of all the fonts is placed in a folder called Collected Fonts in the specified location.

NOTE: When collecting for output, if a font was added to Suitcase Fusion in-place, the entire font file, and all faces included in that file are collected. So, even if you only have the italic face of a font selected, if the font file also contains other faces, they are also collected. For fonts that were added to the Font Vault, only the specific face selected is collected.

Collecting Fonts from Suitcase Fusion

You can use the **Collect Fonts for Output** command to collect selected fonts.

To collect fonts for output from Suitcase Fusion:

1. Launch Suitcase Fusion.
2. Select sets, families, or fonts in the library.
3. Choose **File > Collect Fonts for Output**, or press Ctrl+D.
4. In the **Collect for Output** dialog box, navigate to any drive, media, or location you wish and click **Select**.

A copy of all the fonts is placed in a folder named Collected Fonts in the specified location.

NOTE: When collecting for output, if a font was added to Suitcase Fusion in-place, the entire font file, and all faces included in that file are collected. So, even if you only have the italic face of a font selected, if the font file also contains other faces, they are also collected. For fonts that were added to the Font Vault, only the specific face selected is collected.

Collecting Fonts from Design Applications

Suitcase Fusion provides auto-activation plug-ins for popular graphic design applications (including Adobe Illustrator, Adobe InDesign, and QuarkXPress) that add a **Collect Fonts for Output** command directly to the application. The Collect Fonts for Output feature creates a copy of all the fonts applied to text on printing pages in the active document (or layout).

When a document is finished and ready for delivery to a service bureau, you can collect fonts for output.

To collect fonts:

1. Open the document or select the layout and make sure no fonts are missing. The plug-ins cannot collect missing fonts.
2. Choose **Collect Fonts for Output**:
 - In Adobe InDesign or Illustrator, choose **Type > Suitcase Fusion > Collect Fonts for Output**.
 - In QuarkXPress, choose **Utilities > Suitcase Fusion > Collect Fonts for Output**.
3. Use the directory dialog box to navigate to a location for the new fonts folder.
4. Type a name for the folder in the field.
5. Click **Save**. Suitcase Fusion copies the fonts and places them in the new folder in the specified location.

You can deliver the folder of fonts to the service bureau or production department along with your other files.

NOTE: When collecting for output, if a font was added to Suitcase Fusion in-place, the entire font file, and all faces included in that file are collected. So, even if you only have the italic face of a font selected, if the font file also contains other faces, they are also collected. For fonts that were added to the Font Vault, only the specific face selected is collected.

Activating and Deactivating Fonts

Suitcase Fusion lets you quickly find the fonts you need, and then activate and deactivate individual fonts, families, and sets. You can work with fonts as follows:

- You can activate fonts permanently, so they're active every time you turn on your computer.
- You can activate fonts temporarily, so they're available until you shut down your computer, yet not active the next time you turn it on.
- Auto-activation plug-ins precisely activate fonts when you open documents in popular graphic design applications.
- Application Sets allow you to specify fonts to activate whenever you launch a specific application.
- Once fonts are active, they're available for use in all applications.
- When you're finished using fonts, you can deactivate them at any time.
- Suitcase Fusion shows fonts activated through your system, which are always active.

Selecting a Library

The **Libraries** pane in Suitcase Fusion lists all of your font library collection. Click on a library to select it and begin working with its fonts and sets.

The libraries function as follows:

- In most cases, you will have only one library, and it is automatically selected for you.
- Any fonts activated through your system or another font manager are listed in the System Fonts library.

NOTE: By default, the auto-activation plug-ins activate fonts across multiple libraries and they cannot create font sets from fonts in multiple libraries.

Activating Fonts

Suitcase Fusion allows you to activate and deactivate fonts as you need them. When a font is active, it's available to all applications. Suitcase Fusion provides a wide range of options for selecting fonts in the open library and activating or deactivating those fonts.

Depending on your needs and workflow, you can activate a typeface family while designing a new document, activate a set for a project, or activate a single font used in a document that you're editing.

Selecting Fonts to Activate or Deactivate

You can select individual fonts, multiple fonts, families, and sets to activate or deactivate:

- Click to select an item (a font, family, or set).
- To select multiple items, Ctrl-click each item.
- To select a range of continuous items, click the first item, then Shift-click the last item.
- To view families, choose **View > Group Fonts by Family**, or press Ctrl+E.
- To view individual fonts within a family, click the triangle next to the family name.

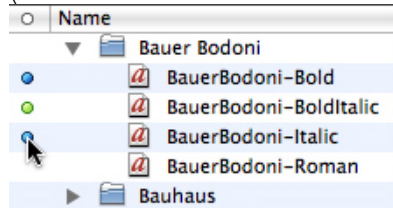
NOTE: You can select a combination of items at the same time, such as a family and an individual font, but you cannot select items in the **Libraries** pane and the **Fonts** pane at the same time.

Activating Selected Fonts

You can activate fonts temporarily (until you log off from your system) or permanently (until you deactivate them).

To temporarily activate selected fonts:

- Click the **Temporary** button on the toolbar.
- Choose **File > Activate**.
- Press Ctrl+O.
- Click in the **Activation** column, indicated by an open circle, to the left of a font or family in the Fonts pane. (You can click in this column without first selecting fonts.)



- In the Libraries pane, in the **Activation** column to the left of a Set name.
- In the Preview pane or a floating preview, click the activation icon to the left of the font's name.

To permanently activate selected fonts, click the **Permanent** button on the toolbar.

Activating Fonts Using Application Sets

An Application Set allows you to specify fonts to be activated when you launch a specific application.

With an Application Set:

- Fonts are activated temporarily; they will not be activated the next time you start your computer.
- If a font with the same name as a font in your Application Set is already active, the font in the set will not be activated.
- If you create multiple sets for the same application, the order in which fonts are activated for those sets may differ each time you launch the application.

Suggestions for using Application Sets

- Do not use an Application Set if the application has an auto-activation plug-in. The plug-in is more precise and will guarantee that the font in your document is activated when you open the document.
- Try to make sure all your fonts have unique names. This will limit or eliminate activation problems.
- Only create one Application Set for each application. Suitcase Fusion doesn't guarantee the order in which Application Sets are activated, so font conflicts between sets may be resolved differently at different times.

Deactivating Fonts

To deactivate a selected font, family, or set:

- Click the **Deactivate** button on the toolbar.
- Choose **File > Deactivate**.
- Press Ctrl+K.
- Click the button in the **Activation** column to the left of a font, family, set or font preview. (You can click in this column without first selecting fonts.)

Understanding Font Activation

Suitcase Fusion can activate an almost unlimited number of individual font files. As always with a font manager, the idea is to activate only the fonts you need, when you need them. Keeping hundreds or thousands of fonts active can impact the performance of your system and your applications.

Determining a Font's Status

To determine the status of a font, family, or set, check the state of the button in the **Activation** column to the left of it.

-  A blue dot means all the fonts are active temporarily.
-  A green dot means all the fonts are active permanently.
-  A hollow dot means some of the fonts in a family or set are active and some are inactive.
-  A blue diamond means fonts were automatically activated by a plug-in.
-  A box around the activation icon means that the font was added to Suitcase Fusion temporarily.
-  A red dot with a question mark indicates that the font was added in-place, and can no longer be located by Suitcase Fusion.

Activating Fonts Permanently

When you activate fonts permanently, they activate automatically each time you launch Suitcase Fusion and stay active until deactivated.

If you have the **Start Suitcase Fusion 3 Core at Log-in** preference enabled, any fonts that are activated permanently are automatically activated each time that you startup your computer.

Activating Fonts Temporarily

When you activate fonts temporarily, they stay active until you log off your computer.

In general, use permanent activation for fonts that you use daily, and use temporary activation for the fonts that you use for quick jobs. If you're going to work on a project for several days, you might activate its fonts permanently, then deactivate them when you're finished with the project.

Activating Font Faces Within Families

Suitcase Fusion activates a single font face at a time—not an entire typeface family or suitcase. For example, activating CaffischScriptPro-Light does not activate the entire Caffisch Script Pro family.

If you want to ensure that all variations of a typeface are available, select the entire family and activate it (**View > Group Fonts by Family** or press **Ctrl+E**).

Updating Font Menus

In applications that dynamically update their font menus, active fonts are immediately added to the font list (these include most of the major graphics applications, such as QuarkXPress, Adobe InDesign, and Illustrator).

If an application is not capable of dynamically updating its font menus, re-launch the application to access newly activated fonts.

The Suitcase Fusion Core

Suitcase Fusion keeps fonts active through the use of a background application called the Suitcase Fusion Core. Because the Suitcase Fusion Core is always running in the background, you can close Suitcase Fusion and still keep the fonts you want active.

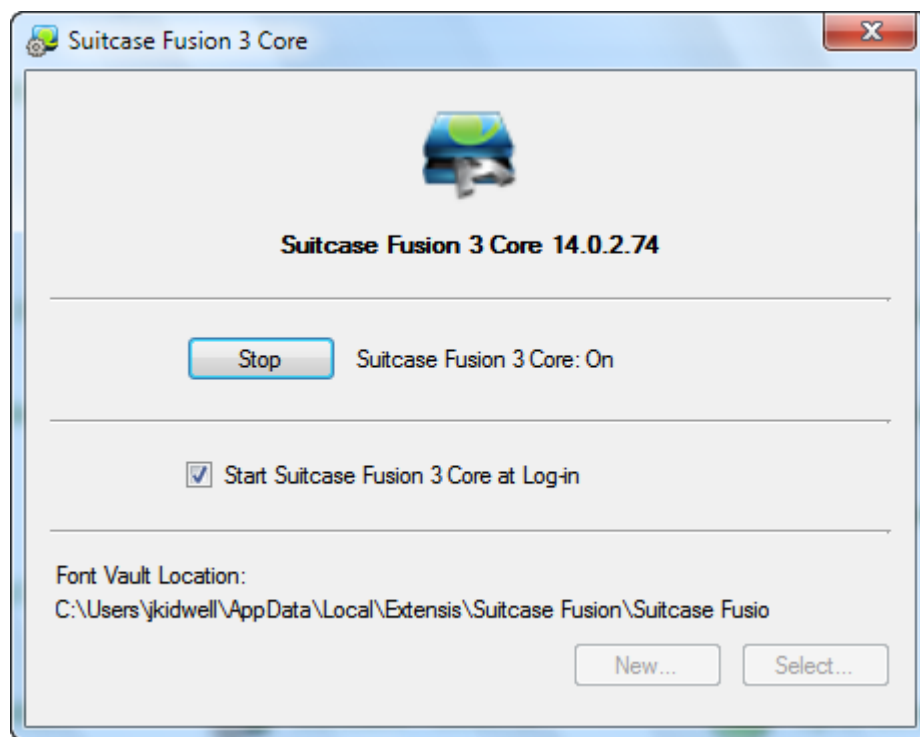
To stop or start the Suitcase Fusion Core:

1. Open Control Panel.
2. Double-click the **Suitcase Fusion 3** icon.
3. Click **Stop** or **Start**.

NOTE: With the Suitcase Fusion Core running, you do not need to keep Suitcase Fusion open to keep fonts active or to activate fonts with the auto-activation plug-ins. Choose **File > Exit** (Alt+F4) to close Suitcase Fusion, but keep the core running in the background.

To enable the Suitcase Fusion Core to start at login:

1. Choose **Start > Control Panel > Suitcase Fusion Core**. Click **Stop** or **Start**.
2. Enable the **Start Suitcase Fusion 3 Core at Log-in** preference.



Sorting and Finding Fonts

Suitcase Fusion provides many options for displaying the fonts within a library. You can decide which fonts to list and how much information you need about them (such as foundry, class, and version). In addition, you can arrange the columns of font information and sort fonts according to any criteria you prefer. Suitcase Fusion also allows you to list fonts individually—Minion, Minion Bold, Minion Italic, etc.—or by typeface family—just Minion.

The **Find** controls in Suitcase Fusion allow you quickly display specific collections of fonts within a library. For example, you can display only OpenType fonts, only active fonts, or only PostScript Serif fonts by Adobe. If you need to find the same collections of fonts over and over again, you can save find criteria as "smart sets," which update to display all the fonts in a library that match the smart set criteria.

Working with Columns of Font Information

The Fonts pane can display a column of font information for each font that includes: Type, Foundry, Class, Family, Version, Font Sense (number), Date Added, Menu Name, and Library. By default, Suitcase Fusion displays a column for Type, Foundry, Class, Family, Version and Library. You can display any combination of columns that is useful to you, arrange the columns so you can easily see the information you need, and sort fonts according to any column.

- **Display Columns:** Choose **View > Columns** or right-click a column heading to enable or disable columns of font information. If necessary, scroll to the right or expand the Suitcase Fusion window to see all the columns.
- **Arrange Columns:** Drag the column headings (such as **Type** or **Version**) to change the order of columns. To adjust the width of a column, drag the separator bar between the column headings.
- **Sort By Column:** Click a column head to sort fonts or families according to that information. For example, click **Class** to sort alphabetically by classification.

TIP: If you need to see a font's keywords or styles, or additional details, select a font and display the **Attributes** pane (**View > Show Attributes**).

Grouping Fonts by Family

Rather than list fonts individually in the Fonts pane, Suitcase Fusion can group fonts by typeface family. When fonts are grouped by family, you can perform font management activities on the entire family in one operation, including activating and deactivating, adding fonts to sets, changing font attributes, and collecting fonts.

To group fonts by family:

- Choose **View > Group Fonts by Family**.
- Press Ctrl+E.

To view and work with fonts in a family:

- To view the fonts within a family, click the arrow next to a family's folder.
- If you are displaying fonts according to specific find criteria, such as foundry, only fonts that fit the criteria are displayed within each family.
- To perform an operation on an entire family, such as activating it, click the family's folder. Ctrl-click to select multiple families. To select a range of continuous families, click the first item then Shift-click the last item.

Understanding Family Groupings

When Suitcase Fusion groups fonts into a family, it uses the following criteria:

- **Name:** Fonts with the same family name.
- **Foundry:** Fonts are from the same foundry. Therefore, a Bauhaus font from Bitstream will be placed in a different family than a Bauhaus font from Monotype.
- **Type:** Fonts are the same type. Therefore, a PostScript Helvetica font will be placed in a different family from a TrueType Helvetica font.

These criteria often produce multiple families with the same name, such as a TrueType Times from Apple and PostScript Times from Adobe. To tell the difference between families, look at the **Type** and **Foundry** columns. In addition, if the current library has two different versions of a font with the same name, foundry, and kind, they will be placed in the same family. For example, you might have two different versions of Garamond-Book in the Garamond family.

Regrouping Font Families

If the way Suitcase Fusion creates typeface family groupings is not helpful, you can move fonts into other families and rename font families. For example, some foundries such as Letraset name each instance of a font individually, so there is no family name for Suitcase Fusion to use.

NOTE: Moving fonts to another family affects the fonts in all libraries.

To move fonts to other families:

1. Choose **View > Group Fonts by Family**, or press Ctrl+E.
2. Open a family containing fonts you want to move.
3. Select the fonts you want to move.
4. Drag the selected fonts to the new family.
5. To rename a font family, click its name and type a new name.

To revert fonts to the default families:

1. Select a font or family.
2. Choose **Edit > Restore Families**.

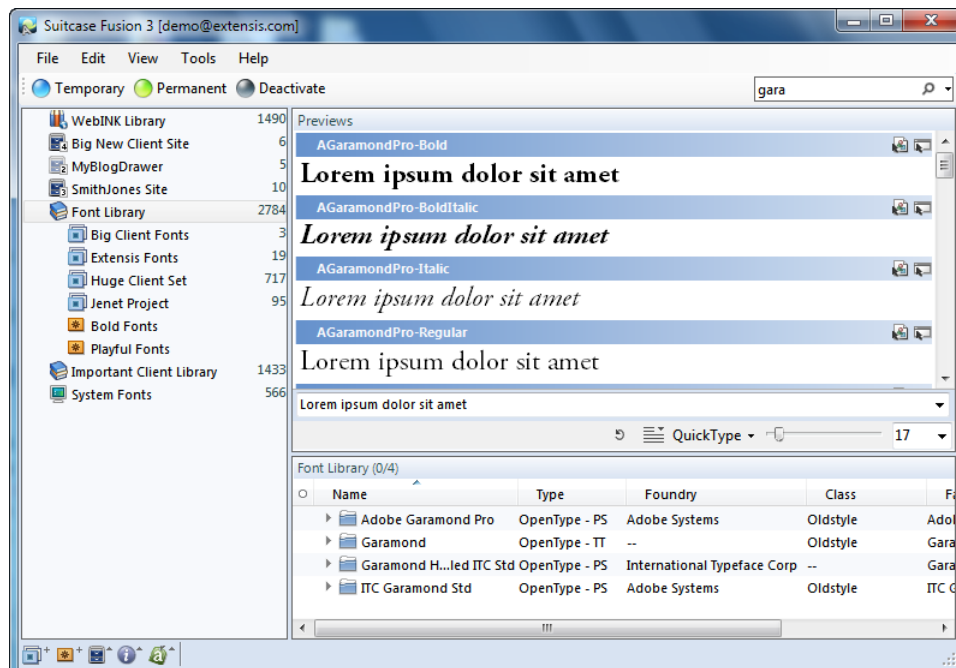
Using QuickFind

The **QuickFind** tool is the fastest way to locate a font or family within the selected library or set.

Select a library or set then click in the QuickFind field and start typing. The **Fonts** pane automatically updates to show fonts or families that contain the characters you enter.

By default, QuickFind searches a number of font properties to find a match, including PostScript name, foundry, family, keywords, classification, and so forth. To narrow the parameters of your QuickFind search to a single font property, click the magnifying glass icon in the QuickFind field and select an option from the menu.

Click the delete button in the QuickFind field to clear the search and display all fonts and families in the selected library or set again.

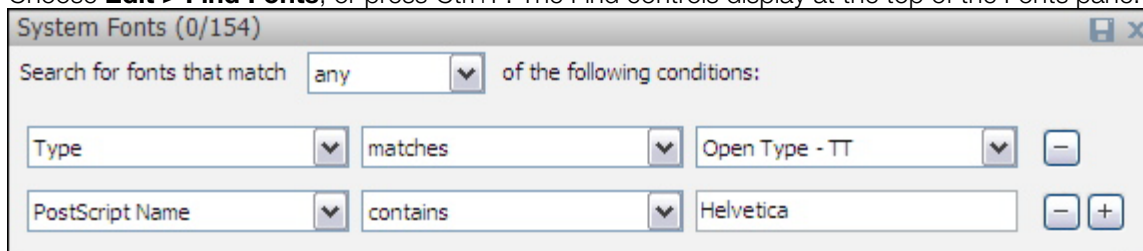


Specifying Find Criteria

If you need to search for fonts by more than name, the **Find** controls give you additional options. With this feature, you can search for fonts by any combination of attributes such as name, foundry, keywords, style, type, classification and version. When you specify find criteria, you specify the criteria (such as "foundry"), a qualifier for each criteria (such as "matches"), and a value for each criteria (such as "Adobe" for a foundry). Your find can include up to six different search criteria.

To search with the Find controls:

1. Choose **Edit > Find Fonts**, or press Ctrl+F. The Find controls display at the top of the Fonts pane.



2. Choose an option from the drop-down menu to specify whether you want to **Find fonts that match ANY of the following conditions** or **Find fonts that match ALL of the following conditions**. For example, do you want to find only fonts from Adobe that are OpenType PS—or do you want to find all fonts from Adobe and all OpenType PS fonts?
3. Choose find criteria from the **Criteria** drop-down menu: Postscript Name, Menu Name, Family Name, Activation, Duplicates, Font Sense ID, Type, Version, Classification, Foundry, Keyword or Style.
4. Depending on the criteria you select, different drop-down menus and fields let you specify exactly what you're searching for. If you choose **Type** as the criteria, for example, you can choose **matches** or **does not match**, and then choose from a list of supported font types.
5. To add additional criteria, click the **Add [+]** button. To remove a criterion, click its **Remove [-]** button.
NOTE: If you add search criteria, remember to check whether you are searching for fonts that match any or all of the search criteria.
6. As you specify find criteria, the **Fonts** pane updates to display only fonts in the selected library that match the criteria. When you finish finding fonts, click the arrow in the upper-right corner to hide the **Find** tools.

Using Smart Sets to Find Fonts

If you tend to find the same collection of fonts again and again—all OpenType PS Script fonts from Linotype, for example—you can save the find criteria as a smart set. When selected, a smart set automatically updates itself to display all fonts within the library that match the find criteria.

To create a smart set:

- **From Find criteria:** If the **Find** controls are displaying and the find criteria is already set up, click the **Save** icon. Double-click the new smart set that appears in the selected library to rename it.
- **From scratch:** Click the **New Smart Set** button below the **Attributes** pane. Use the **Find** controls above the Fonts pane to specify the smart set criteria, and double-click the new smart set that displays in the selected library to rename it.

To edit the criteria for a smart set, right-click the set and choose **Edit Smart Set** from the shortcut menu.

Using QuickMatch to Find Visually Similar Fonts

QuickMatch allows you to find fonts in your local libraries and, if you are connected to the WebINK service, in the WebINK Library.

To use QuickMatch:

1. Select a font (either locally or in the WebINK Library) that you want to match.
2. Select any preview type except Web Preview.
NOTE: QuickMatch uses the characters in the preview text to match against; if there are characteristic letters in the font you are matching, add those or enter those in the preview text.
3. Choose **Edit > QuickMatch**.

The Preview pane shows the fonts from all available libraries that most closely resemble the selected font.

At this point you can:

- Change the number of results displayed using the **Results** drop-down menu above the previews.
- Change the libraries that are search for matches from the **Fonts** drop-down menu above the previews.
- Select another font from the Fonts pane; the QuickMatch results will be updated automatically.
- Select a font in the Preview pane and add it to a set or a Type Drawer, or perform a QuickMatch using it as the font to match against.

Previewing Fonts

While you're designing a document, you may need to identify a font by look rather than by name. To quickly show you what fonts look like, Suitcase Fusion displays live previews of fonts selected in the **Fonts** pane. You can edit the preview text, choose the type of preview, and adjust the size. For example, if you're creating a new client logo, you might preview the client's name in a variety of selected fonts and then print that preview to see what it looks like on paper.

Encoding-aware previews

If you select a font that does not contain the characters in your preview, whatever the preview mode, Suitcase Fusion will display the characters that exist in the font. For example, if you attempt to preview an Arabic or Asian font that does not contain traditional Roman characters, instead of displaying nothing, Suitcase Fusion displays the characters that actually exist in the font.

Customizing Preview Text

You can display any text you want in the Preview pane by choosing an option from the Preview Type drop-down menu and entering new text.

NOTE: The **Web Preview** option allows you to display a live web page or local HTML file for testing WebINK fonts. Please see "Previewing a Website or HTML file" on page 76 for more information on using Web Preview.

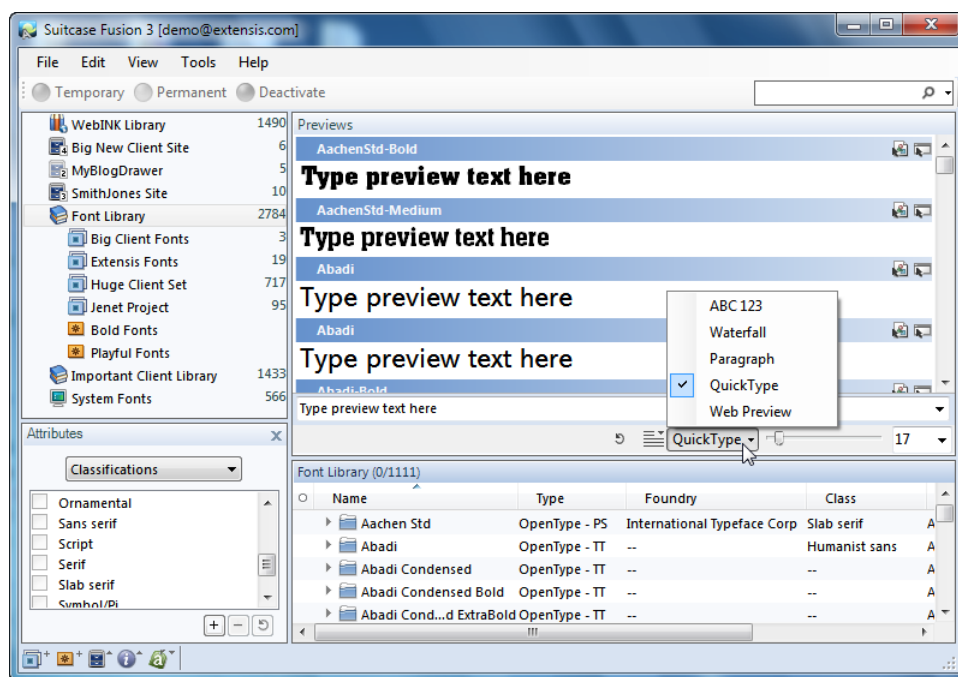
To choose a Preview Type:

- **ABC 123:** Choose **ABC 123** to display the alphabet in uppercase, the alphabet in lowercase, and the numerals and symbols at the top of the keyboard.
- **Waterfall:** Choose **Waterfall** to display a partial alphabet and sample numerals at various sizes. Click the arrow to choose from a scrolling drop-down menu of other preview text options, including a full uppercase and lowercase alphabet, numerals, and a sentence.
- **Paragraph:** Choose **Paragraph** to display a full paragraph of text so you can judge the font's color.
- **QuickType:** Choose **QuickType** to quickly enter a line of text to preview. Click the arrow to choose from a scrolling drop-down menu of preview text options, including non-Roman character sets.

You can type or paste new text for the preview into the field as well.

To display this field, click the  button at the bottom of the Suitcase Fusion window.

You can enter text for any preview type—**ABC 123**, **Waterfall**, **Paragraph**, or **QuickType**—in the **Preview Configuration** field.



Customizing Preview Size

You can display fonts in all the **Preview Types** in sizes from 9 point to 144 point. Drag the Preview Size slider or choose a point size from the drop-down menu to see the selected fonts at different sizes.

Floating Previews

Floating previews are helpful when you want to preview a number of fonts in the context of a project without activating the fonts. Floating previews are torn off from preview window, but still respond to any changes in preview type and type size. To be most useful, you will likely want to use this feature in conjunction with QuickType previews.

Until they are closed, floating previews always display on top of all other applications in operating system.

Tearing off a floating preview

To tear off a floating preview:

1. Choose one or more fonts in the Fonts pane.
2. For each font preview that you want to create a floating preview, click and drag the Floating Preview button  off of the Suitcase Fusion window. As you change preview type, text and size, the floating preview updates to reflect your changes.

Activating and deactivating

Just like all other font previews, you can activate or deactivate a font directly from the floating preview.

To activate or deactivate the font, click the activation status icon in the floating preview.

Closing multiple floating previews

If you have multiple floating preview windows on your desktop, it can be tedious to click the close icon on all of the previews. To make it faster to close multiple floating preview windows, they can be merged down into a single preview and then closed.

To close multiple floating previews:

1. Choose **Tools > Floating Previews > Merge** or press Ctrl+Shift+M
2. Click the close icon on the floating preview.

Font Snapshot

You can "tear off" a preview and save it as a picture file, for use as a reference, for customer approval, or for use in a graphics application.

Previews are saved as 72ppi Portable Network Graphic (PNG) files with a transparent background.

To save a preview as a graphic:

1. Choose any type of preview except Web Preview.
2. Enter the text you want to use for the preview.
3. Select the font to preview.
4. Set the desired font size.
5. Drag the  icon in the preview's title bar to the desktop or a folder.

The resulting file will be named for the font you are previewing.

NOTE: Font Snapshot is only available for locally-installed fonts, not for WebINK fonts.

Printing Preview Pages

Even in our digital world, you sometimes just need to see something on paper for it to make sense. For this reason, Suitcase Fusion includes the ability to print sample pages of fonts in the preview window.

To print sample pages:

1. In the Fonts pane, select the fonts that you want to include in a printed sample page. To select multiple items, Ctrl-click each item. To select a range of continuous items, Shift-click the first and last item.
2. Customize the preview type, text and size. The sample pages include text across the width of a printed page using your text and size settings.
3. Choose **File > Print Preview Pane**.

NOTE: If you have a large number of fonts in the preview pane, or a very large point size selected, it may take a long time and many pages to print.

The Glyph View Window

The Glyph View Window allows you to view and compare the glyphs from selected fonts. This tool can be helpful when:

- Comparing the details of a specific glyph in multiple fonts.
- Locating a specific character or symbol within a font.
- Determining how robust the character palette is in a font.
- Needing to know the Unicode value of a character, and what keyboard commands are used to create it.

To open the Glyph View window:

1. Select one or more fonts or font families in the Fonts pane.
2. Choose **Tools > Glyph Window**.
3. In the Glyph View window, choose a font from the **Font List** drop down menu. The entire font's character set displays in the Glyph View window.
4. To narrow down the glyphs displayed, choose a code page from the **Show** drop down menu.
5. Hover over a glyph to display that glyph's Unicode number and if available, how to make that glyph with the keyboard.
6. Double-click a glyph to add it to the list of saved glyphs.
7. Use the left and right arrows to display the next or previous font.

Working with Sets

Within each library, you can group fonts into "sets" for specific clients, jobs, applications, or templates. An ad agency, for example, might create sets for client names and job numbers, while a magazine publisher might create sets for each issue or page spread.

Sets contain references to the original font, so placing a font into a set does not copy or in any way increase the size of your font library.

Sets display in the **Libraries** pane within each library, and they help you organize fonts within a library. Sets can contain one or many fonts, as well as other nested sets.

You can create as many sets as you need, place sets within other sets, and place the same font in more than one set.

Once fonts are in a set, you can manipulate the fonts as one unit. For example, you can activate all the fonts, deactivate all the fonts, or collect all the fonts for delivery to a service bureau.

Creating Sets

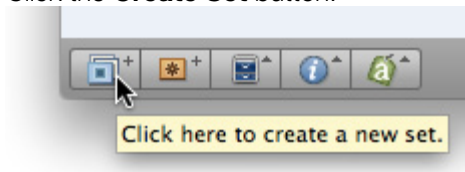
You can create an unlimited number of sets in each library, and you can place an unlimited number of fonts into each set. You can create empty sets and drag fonts into them, you can add fonts as sets, and create sets from open documents.

Creating Sets and Adding Fonts

Sets are created within the selected library and contain only fonts within that library.

To create a new set, you can do one of three things:

- Choose **File > New Set**.
- Press Ctrl+N
- Click the **Create Set** button.



The new, untitled set's name is automatically highlighted so you can change its name.

To add fonts to a set:

1. In the **Fonts** pane, select the fonts you want to add to the set.
2. Drag the fonts to the set.

You can also drag fonts from the desktop into a set. This adds them to both the library and the set at the same time.

Creating Sets while Adding Fonts

You can create sets while adding fonts. This helps you retain any current organization you have for fonts, such as folders for individual clients or projects.

To create sets while adding fonts, do one of the following:

- Choose **File > Add Fonts**, or press Ctrl+L. Use the **Choose fonts to add to library** dialog box to locate and select a folder of fonts, then click **Add**. A set is automatically created from the folder you select.
- Select folders on the desktop that contain fonts. Drag the folders onto a library in the Libraries pane of Suitcase Fusion. You can also drag the folder to an existing set to create a nested set.

NOTE: Suitcase Fusion lets you create nested sets (sets within sets), but it does not automatically create them as you add folders of fonts. All the fonts within a folder will become a single set even if many folders of fonts are nested

within the first folder. If you need to add nested folders as individual sets, select those folders and add them independently.

For example, say you have a folder on your desktop called Magazine Articles that contains three folders: Editor's Letter, Features, and Departments. The folders contain the documents and fonts for each article. If you drag Magazine Articles into the **Libraries** pane, Suitcase Fusion will add the fonts from all three folders and create a single set called Magazine Articles. If, what you want is a set for each of the three folders, you need to drag the three folders for Editor's Letter, Features, and Departments into the Libraries pane to create sets for those folders. Then create an empty set called Magazine Articles, and move the other sets into the Magazine Articles set.

Creating Application Sets

An Application Set is a set of fonts that will be activated temporarily when you launch an application.

NOTE: You should not use Application Sets for applications that have an auto-activation plug-in. The plug-in uses Extensis Font Sense technology to ensure that the precise font used in a document will be activated, whereas the Application Set cannot override a font with the same name that is already active.

There are three ways to create an Application Set:

- Choose **File > New Application Set**, then select the desired application.
- Drag the desired application's icon to the font library.
- Select an existing static set and choose **File > Convert to Application Set**.

Once you have created an application set, use the standard methods to add and remove fonts from the set.

Preventing Duplicate Fonts and Sets

Although Suitcase Fusion allows you to give sets the same name, and it allows you to place fonts with the same name in a single set, doing so can cause confusion. We recommend that you give sets unique names and avoid placing fonts with the same name in the same set (for example, two Helveticas from different foundries).

Creating Sets from Open Documents

Suitcase Fusion includes auto-activation plug-ins for popular graphic design applications (including Adobe Illustrator, Adobe InDesign, and QuarkXPress) that add a **Create Document Set** command directly to the application. The Create Document Set feature creates a set consisting of all the fonts applied to text on printing pages in the active document (or layout).

For example, a 20-page newsletter in InDesign might use 90 or more diverse fonts. Creating a set in Suitcase Fusion and then locating and adding each font to it would be difficult and time consuming. The auto-activation plug-ins can find the fonts and create the set automatically.

NOTE: When you're using the plug-ins, it's helpful if you design documents with fonts from only one library. The auto-activation plug-ins are only able to auto-activate fonts and make font sets for fonts in a single library. They can, however, collect fonts for output from multiple libraries.

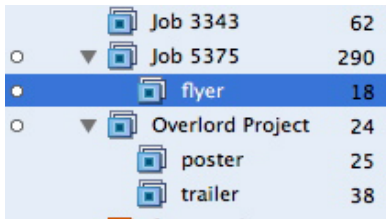
To create a set from a document:

1. Open a document and make sure all the fonts are active. (In QuarkXPress, open a project and select a layout.)
2. Select the desired library:
 - In Adobe InDesign or Illustrator, choose **Type > Suitcase Fusion > Library** and select a library.
 - In QuarkXPress, choose **Utilities > Suitcase Fusion > Library** and select a library.
3. Choose **Create Document Set** (from the **Type > Suitcase Fusion** submenu in Illustrator and InDesign or the **Utilities > Suitcase Fusion** submenu in QuarkXPress).
4. Type a name for the set.
5. Click **OK**.

If the fonts in the file change, be sure to recreate the set or add the new fonts to the set manually.

Nesting Sets

When organizing fonts, you can place sets within other sets, then manipulate the sets individually or all at once. For example, if you're working on a magazine, you may have a set for the entire magazine that contains an individual set for each section. When you're printing a proof of the magazine, you can activate the entire set. However, if you're only editing one section, you can activate just the set for that section.



You can nest sets indefinitely. This way you can create a few "master sets" for storing all your other sets. You can work with nested sets as follows:

- **Nesting Existing Sets:** To nest an existing set, select it and drag it onto another set.
- **Removing a Set from its Nest:** To move a set outside its parent set, drag it above the set name.
- **Viewing Nested Sets:** To see nested sets, click the triangle next to the set name to reveal all nested sets.

Modifying Sets

You can make changes to any sets you create, including copying fonts to other sets, deleting fonts from sets, and deleting entire sets of fonts.

Copying Fonts to Other Sets

Dragging fonts from one set to another moves the fonts to a different set.

You can copy fonts from one set to another as well.

To copy fonts from one set to another:

1. Select the set containing the fonts you want to copy.
2. Select the fonts to copy.
3. Hold down the Alt key then drag the selected fonts onto another set.

You can also copy entire sets from one library to another. To do so, drag the set name from one library into another.

Deleting Fonts from Sets

You can modify the contents of your sets by removing fonts from them. For example, you may change the fonts required for a job and wish to update the set.

To delete fonts from sets:

1. Open the set containing the fonts you want to delete.
2. Select the fonts to delete.
3. Choose **Edit > Delete from Set**, or press Delete.

Deleting Sets

You can delete entire sets, which will delete the set folder, nested sets, and fonts. Deleting a set does not remove fonts in the set from Suitcase Fusion.

To delete sets:

1. Select the sets to delete.
2. Choose **Edit > Delete Set**, or press Delete.

Renaming Sets

You can change the name of your sets anytime.

To rename a set, double-click the set name and type a new name.

Converting a Set to an Application Set

An Application Set defines a group of fonts that will be activated temporarily whenever a specific application is started.

To convert an existing set into an Application Set:

1. Right-click on the set to convert.
2. Choose **Convert to Application Set** from the shortcut menu.
3. In the File dialog, select the application you want to associate with the set and click **OK**.

NOTE: You can only convert static sets, not smart sets.

Working with Smart Sets

A Smart Set is a special kind of set that updates automatically according to criteria that you define. If you tend to search for the same collection of fonts again and again—all OpenType PS from Font Haus, for example—you can create a smart set. In this case, the smart set will display all the fonts in the library for which the Type is OpenType PS and the Foundry is Font Haus.

To create a smart set:

- **From Find criteria:** Choose **Edit > Find Fonts**, or press Ctrl+F. [Specify the Find criteria](#), then click the Save icon. Double-click the new smart set name in the **Libraries** pane to rename it.
- **From scratch:** Click the **New Smart Set** button below the **Attributes** pane. In the **Find** window, specify the smart set search criteria, and double-click the new smart set in the Libraries pane to rename it.

To edit the criteria for a smart set, right-click the set and choose **Edit Smart Set** from the shortcut menu.

Exporting and Importing Sets

As a convenience, Suitcase Fusion allows you to export selected sets in a set definition file (SDF). SDF files contain information about your set, including the set names as well as the Font Sense IDs of the fonts contained within the set. SDF files do not include the actual font files.

Exporting a set can be handy to share your set organization with other users, or as a backup method in case you inadvertently delete one or more sets.

To export a set definition file:

1. From the Libraries pane, select one or more sets to export. To export all sets in a library, click to select the library name.
2. Choose **File > Export Set**
3. Type a name for the SDF file and click **Export**.

Importing a set creates new sets in selected library from the SDF file. Suitcase Fusion will not overwrite your current sets. If you have existing sets with the same name, Suitcase Fusion creates a new set with the same name upon import. So, importing the same SDF multiple times into a library, creates duplicate sets with the same names.

To import a set definition file:

1. From the Libraries pane, select a library name in which to place the imported sets.
2. Choose **File > Import Set**
3. Navigate to the SDF file and click **Import**.

Working with Classifications

A font's classification (class) describes its general look in historic terms—serif, sans serif, script, old style, etc. When fonts are added to Suitcase Fusion, they are classified according to subjective design attributes. Therefore, you may not agree with the classification of each font or you may feel limited by the default classification list. You can work with classifications as follows:

- If you're looking for fonts with a specific look, you can sort fonts by classification in the Fonts pane.
- You can use the Find controls to list only fonts with specific classifications.
- You can create smart sets to display an up-to-date list of all the fonts with specific classification.
- Each font can have only one classification applied to it.
- The classification applies to the font itself, so the font displays the same classification in all sets and all libraries.
- You can add custom classifications, change the classification of fonts and revert to the default classification.

Classifying Fonts

When fonts are added to Suitcase Fusion, they are automatically assigned a classification. A font's classification is determined by comparing the font's family name to an internal database of font family names and their classifications. If Suitcase Fusion is unable to determine a font's classification, two hyphens display in the Class column.

The default font classification is not always appropriate or desirable, often due to the subjective nature of font classification. Although the classifications are based on conventional typographic principles, font classification is not a science. That's why Suitcase Fusion makes it possible to change a font's classification and create classifications.

The default classifications are:

B

Blackletter/Uncial: A Blackletter typeface, such as Goudy Text, is characterized by medieval or old English lettering, with ornate capitals, roughly diamond-shape serifs, and thick, mostly-vertical strokes. Uncial, generally perceived as Celtic or Irish, is also an archaic form, with rounded letters and calligraphic qualities. American Uncial is a common Uncial typeface.

C

Clarendon: A Clarendon (or Ionic) typeface, such as Bookman, is an offspring of the slab serif typefaces in which the serifs are bracketed and the letterforms are more akin to sans serif letters, although contrast is usually low. They are popular for newspaper work because the sturdy serifs hold up well under adverse printing conditions. Besides Clarendon itself, Bookman is the most common Clarendon typeface.

G

Geometric sans: A Geometric sans typeface, such as Avenir is characterized by a geometric style of construction, often suggesting the use of a compass. Gotham and Braggadocio are examples of Geometric sans typefaces.

G

Grotesque sans: A Grotesque sans typeface, such as Univers, is the original sans serif letterform—functional and utilitarian. (Note that the term is a classification, and not a judgment of beauty.) Helvetica and Franklin Gothic are common grotesques.

H

Humanist sans: A Humanist sans typeface, such as Gill Sans, is a sans serif typeface inspired by other letterforms, commonly serif or inscriptional models. Syntax and Optima are humanist sans serifs.

M

Modern: A Modern serif typeface, such as Fenice, is characterized by vertical stress and strong contrast. Modern serifs and horizontals are very thin, almost hairlines. The serifs join to letters with an angle rather than a rounded join. Bodoni is the most common modern typeface.

G

Oldstyle: An Oldstyle serif typeface, such as Garamond, is characterized by low to moderate contrast, diagonal stress, and serifs with a rounded join to the letter. Goudy Oldstyle and Garamond are common oldstyle typefaces.

O

Ornamental: An Ornamental typeface, such as GiddyUp, is unusual or ornate, and either doesn't fit cleanly into other categories or is really only suitable for use at display sizes. This includes inline, outline, and engraved typefaces. Examples include Desdemona, Colonna, and Edda.

B

Sans serif: A Sans serif typeface, such as Arial, is characterized by little to no contrast and no serifs. The sans serif classification includes only sans serif fonts that do not fit in the grotesque and humanist classifications. This includes geometric designs such as Avant Garde, and Art Deco faces such as Bodega Sans and ITC Anna.

S

Script: A Script typeface, such as Zapfino, is based on hand lettering, whether with a broad-edge pen, a flexible steel nib, or a brush. This includes everything from children's handwriting to beautiful and ornate Elizabethan roundhand. Common scripts include Shelley, Brush Script, Present Script, and Mistral.

M

Serif: A Serif typeface, such as Cochin, is characterized by the finishing strokes on characters that help lead the eye across a line. The Serif classification includes only serif fonts that do not fit well into a sub-classification such as oldstyle, transitional, modern, clarendon, or slab. This includes typefaces with unusual serifs, such as the triangular serifs of Versailles.

S

Slab serif: A Slab serif typeface, such as Courier, is characterized by block-like rectangular serifs, sticking out horizontally or vertically with the same thickness as the body strokes. The serifs join with an angle rather than a rounded join. The letters have little or no contrast, and they often look like sans serif letters with slab-like serifs tacked on. Rockwell and Glypha are common slab serif typefaces.



Symbol/Pi: A Symbol/Pi typeface, such as Zapf Dingbats, is a collection of symbols or pictures assembled into a font. Wingdings is a common symbol/pi typeface.

T

Transitional: A Transitional serif typeface, such as Baskerville, is characterized by vertical stress and slightly higher contrast than oldstyle typefaces, combined with horizontal serifs and greater symmetry. Baskerville is a common transitional typeface.

Sorting Fonts by Classification

By default, the **Fonts** pane includes a **Class** column that shows the classification applied to each font. If you do not have a **Class** column, choose **View > Columns > Class**, or right-click a column heading and choose **Class** from the shortcut menu. Click the **Class** column's heading to sort fonts in the library according to classification.

NOTE: To rearrange columns in the **Fonts** pane, click and drag the column headings.

Finding Fonts by Classification

To find fonts in the current library with specific classifications, choose **Edit > Find Fonts**, or press Ctrl+F. Use the Find controls to display the fonts that match any combination of classifications.

If you search for the same combination of classifications often, click the **Save** button. The smart set is automatically highlighted so you can type a new name.

NOTE: To search for fonts with unknown classifications, choose the double hyphens (--) for the class.

Applying Different Classifications to Fonts

The classification applies to the font itself, so each font displays the same classification in all sets and all libraries. Since the classification can be used as search and smart set criteria, make sure the changes you make are appropriate for all libraries.

NOTE: Changing a font's foundry does not affect the actual font; this information is only saved in Suitcase Fusion.

To apply a different classification:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Classifications** from the drop-down menu.
3. In the **Fonts** pane, click to select a font, family (**View > Group Fonts by Family**), or multiple fonts.
4. Check a classification to apply it to selected fonts.

Reverting to the Default Classification

You can revert fonts to their default classifications. Reverting a font's classification affects all libraries that contain the font. Since classification can be used as search and smart set criteria, make sure reverting to the [default classifications](#) is appropriate for all libraries.

To revert to the default classification:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Classifications** from the drop-down menu.
3. In the **Fonts** pane, click to select a font or family (**View > Group Fonts by Family**).
4. Click the **Reset Attributes** button .

Modifying Classifications

You can create new classifications, edit custom classifications, and delete custom classifications. The default classifications cannot be modified. Changes to classifications affect all libraries.

Creating Custom Classifications

If you need additional classifications to distinguish all your fonts, you can create an unlimited number of custom classifications.

To create a custom classification:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Classifications** from the drop-down menu.
3. Click the **Add Attributes** button.
4. A new Untitled Classification is inserted alphabetically in the list. The classification is automatically highlighted so you can type a new name.

The new classification displays alphabetically in the list and may be applied to fonts in any library.

Editing Custom Classifications

You can change the names of custom classifications, though the default classifications cannot be edited. The changes apply to all the fonts with that custom classification applied.

To edit a custom classification:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Classifications** from the drop-down menu.
3. Double-click a classification's name and enter a new name.

Deleting Custom Classifications

You can delete custom classifications, but the default classifications cannot be deleted. When you delete a custom classification, fonts with that classification applied revert to the default classification. Be sure any deletions are appropriate for all libraries.

To delete custom classifications:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Classifications** from the drop-down menu.
3. Click a classification's name to select it.
4. Choose **Edit > Delete**, or press Delete.

Working with Foundries

In Suitcase Fusion, the foundry is the name of the company that licensed the font to your company. The foundry is not necessarily the original designer of the font. For example, if you license fonts from Adobe, the foundry is listed as Adobe—even though many fonts in the Adobe type library were created by other design houses.

When you add fonts, Suitcase Fusion attempts to identify the foundry. The foundry cannot always be determined and you may not always agree with it. You can work with foundries as follows:

- If you're looking for fonts from a specific vendor, you can sort fonts by foundry in the **Fonts** pane of Suitcase Fusion.
- You can use the **Find** controls to list only fonts from specific foundries.
- You can create smart sets to display an up-to-date list of all the fonts from specific foundries.
- Each font can have only one foundry applied to it.
- The foundry applies to the font itself, so the font displays the same foundry in all sets and all libraries.
- You can add custom foundries (for example, you might create a foundry for fonts you modified).
- You can change the foundry and revert to the default foundry.
- Changing a font's foundry does not affect the actual font; it is only for use within Suitcase Fusion.

Assigning Default Foundries

When fonts are added to Suitcase Fusion, they are automatically assigned a foundry. If Suitcase Fusion is unable to determine a font's foundry—as occasionally happens with shareware fonts, fonts from independent font designers, and fonts from smaller or newer font foundries—two hyphens display in the **Foundry** column.

Sorting Fonts by Foundry

By default, the Fonts pane includes a **Foundry** column that shows the foundry applied to each font. If you do not have a **Foundry** column, choose **View > Columns > Foundry**, or right-click a column heading and choose **Foundry** from the shortcut menu. Click the **Foundry** column's heading to sort fonts in the library by foundry.

NOTE: To rearrange columns in the Fonts pane, click and drag the column headings.

Finding Fonts by Foundry

To find fonts in the current library with specific foundries, choose **Edit > Find Fonts**, or press Ctrl+F. Use the Find controls to display the fonts that match any combination of foundries. If you need to find fonts from specific foundries often, click the **Save** button. The name is automatically highlighted so you can type a new name.

NOTE: To search for fonts with unknown foundries, choose the double hyphens (--) for the foundry.

Applying Different Foundries to Fonts

The foundry applies to the font itself, so the font displays the same foundry in all sets and all libraries. Since the foundry can be used as search and smart set criteria, make sure the changes you make are appropriate for all libraries.

NOTE: Applying a different foundry to a font will change the font's family as well (**View > Group Fonts by Family**). In order for fonts to be listed in the same family, they need to have the same foundry. Changing a font's foundry does not affect the actual font files; the new foundry information is used only with Suitcase Fusion.

To apply a different foundry:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Foundries** from the drop-down menu.
3. In the **Fonts** pane, click to select a font, family (**View > Group Fonts by Family**) or multiple fonts.
4. Check a foundry to apply it to selected fonts.

NOTE: If you want to apply a foundry to a collection of fonts immediately after adding them, add the fonts as a set. Select all the fonts in the set and then apply the foundry. You can then delete the set if you want. (The fonts remain in the library and retain the new foundry, even if you delete the set.)

Reverting to the Default Foundry

You can revert fonts to their [default foundries](#). Reverting a font's foundry affects all libraries that contain the font. Since the foundry can be used as search and smart set criteria, make sure reverting to the default foundry is appropriate for all libraries.

To revert to the default foundry:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Foundries** from the drop-down menu.
3. In the **Fonts** pane, click to select a font or family (**View > Group Fonts by Family**).
4. Click the **Reset Attributes** button .

Modifying Foundries

You can create new foundries, edit custom foundries, and delete custom foundries. The default foundries cannot be modified. Changes to foundries affect all libraries.

Creating Custom Foundries

If you need additional foundries to distinguish all your fonts, you can create an unlimited number of new foundries.

To create a custom foundry:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Foundries** from the drop-down menu.
3. Click the **Add Attributes** button.
4. A new Untitled Foundry is inserted alphabetically in the list. The foundry is automatically highlighted so you can type a new name. The new foundry displays alphabetically in the list and may be applied to fonts in any library.

Editing Custom Foundries

You can change the names of custom foundries, but the default foundries cannot be edited. The changes apply to all the fonts with that custom foundry applied. Be sure any changes you make to foundries are appropriate for all libraries.

To edit a custom foundry:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Foundries** from the drop-down menu.
3. Double-click a custom foundry's name and type new text.

Deleting Custom Foundries

You can delete custom foundries, but the default foundries cannot be deleted. When you delete a custom foundry, fonts with that foundry applied revert to the default foundry. Be sure any deletions are appropriate for all libraries.

To delete custom foundries:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Foundries** from the drop-down menu.
3. Click a foundry's name to select it.
4. Choose **Edit > Delete**, or press Delete.

Working with Keywords

Along with all of the information recorded with fonts when they are added to Suitcase Fusion—such as type, foundry, class, and version—you can tag fonts with additional information related to the project, client, or other criteria. These tags are called keywords, and they are helpful for locating specific fonts.

The **Attributes** pane in Suitcase Fusion contains the **Keywords** controls.

You can work with keywords as follows:

- View keywords applied to selected fonts in the **Attributes** pane.
- Use the **Find** controls to list only fonts with certain keywords.
- Fonts can have multiple keywords.
- Keywords apply to the font itself, so the font displays the same keywords in all sets and all libraries.
- You can create smart sets to display an up-to-date list of all the fonts that match specific keywords.

You can use keywords to quickly group fonts in a way that you find accessible. For example you could add keywords like funky, simple, display, classic, etc. to quickly group fonts.

Viewing Keywords

To view keywords:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Keywords** from the drop-down menu.
3. Click to select a font in the **Fonts** pane. The keywords applied to the font are checked.

NOTE: If you select multiple fonts, including families, in the Fonts pane, the keywords applied to all of the selected fonts are checked. A hyphen in a check box indicates that the keyword is applied to some, but not all, of the selected fonts.

Finding Fonts by Keywords

To find fonts in the current library with specific keywords, choose **Edit > Find Fonts**, or press Ctrl+F. Use the **Find** controls to display the fonts that match any combination of keywords.

If you need to find fonts with specific keywords often, click the **Save** button to create a smart set with this search criteria. The name is automatically highlighted so you can type a new name.

Applying and Removing Keywords

Keywords apply to the font itself, so the font displays the same keywords in all sets and all libraries. Since keywords can be used as search criteria and smart set criteria, make sure the changes you make are appropriate.

Fonts can have as many keywords as necessary to distinguish them from other fonts. For example, a font may have three keywords to indicate the client name, job name, and project manager that the font goes with. When a keyword is no longer appropriate for a font—for example, if you’ve finished the project the keyword is indicating—you can remove the keyword from the font. Fonts do not need to have keywords, so you can remove some or all of the keywords from a font.

To apply or remove keywords:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Keywords** from the drop-down menu.
3. In the Fonts pane, click to select a font or family (**View > Group Fonts by Family**).
4. Check a keyword to apply it to selected fonts. Uncheck a keyword to remove it.

NOTE: If you want to apply keywords to a collection of fonts immediately after adding them, add the fonts as a set. Select all the fonts in the set and then apply the keywords. You can then delete the set if you want. The fonts remain in the library and retain their keywords, even if you delete the set.

Modifying Keywords

When you edit keywords, changes affect fonts with that keyword in all libraries.

Creating Keywords

To start using keywords efficiently, it helps to first create a list of keywords. You can then add more keywords as necessary.

To create a keyword:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Keywords** from the drop-down menu.
3. Click the **Add Attributes** button.
4. A new Untitled Keyword is inserted alphabetically in the list. The keyword is automatically highlighted so you can type a new name (such as a client name or job number). The new keyword displays alphabetically in the list and may be applied to fonts in any library.

Editing Keywords

You can change the text of a keyword. Any changes you make to keywords applied to all fonts that have the selected keyword.

To edit a keyword:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Keywords** from the drop-down menu.
3. Double-click a keyword's name and type new text.

Deleting Keywords

Deleted keywords are automatically removed from all the fonts to which they were applied. Be sure any deletions are appropriate for all libraries.

To delete keywords:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Keywords** from the drop-down menu.
3. Click a keyword's name to select it.
4. Choose **Edit > Delete**, or press Delete.

Working with Styles

- You can use the **Find** controls to list only fonts from specific styles.
- You can create smart sets to display an up-to-date list of all the fonts in specific styles.
- Many typefaces contain a variety of styles—Bold, Black, Heavy, Italic, Oblique, Bold Italic, etc. When you add fonts, Suitcase Fusion attempts to identify each font's style (generally, by the font's name). You can then use the style as search criteria. Since you may not agree with the style applied to each font, you can change a font's style and create new styles.
- Fonts can have multiple styles.
- The styles apply to the font itself, so the font displays the same styles in all sets and all libraries.
- You can create and delete new custom styles and add them to fonts.
- You can revert any style changes to the default style.

Finding Fonts by Style

To find fonts in the current library with specific styles, choose **Edit > Find Fonts**, or press Ctrl+F. Use the **Find** controls to display the fonts that match any combination of styles.

If you search for the same combination of styles often, click the **Save** button to save the search criteria as a smart set. The name is automatically highlighted so you can type a new name.

Applying Different Styles to Fonts

Styles apply to the font itself, so the font displays the same styles in all sets and all libraries. Since styles can be used as search and smart set criteria, make sure the changes you make are appropriate for all libraries.

Changing a font's styles does not affect the actual font; it is only for use within Suitcase Fusion.

To apply a different style:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Styles** from the drop-down menu.
3. In the **Fonts** pane, click to select a font or family (**View > Group Fonts by Family**).
4. Check a style to apply it to selected fonts.

Reverting to the Default Style

You can revert fonts to their default styles assigned by Suitcase Fusion. Reverting a font's style affects all libraries that contain the font. Since the style can be used as search and smart set criteria, make sure reverting to the default style is appropriate for all libraries.

To revert to the default style:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Styles** from the drop-down menu.
3. In the **Fonts** pane, click to select a font or family (**View > Group Fonts by Family**).
4. Click the **Reset Attributes** button .

Modifying Styles

You can create new styles, edit custom styles, and delete custom styles, but the default styles cannot be modified. Changes to styles are saved and affect all libraries.

Creating Custom Styles

If you need additional styles to distinguish all your fonts, you can create an unlimited number of new styles.

To create a custom style:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Styles** from the drop-down menu.
3. Click the **Add Attributes** button.
4. A new Untitled Style is inserted alphabetically in the list. The style is automatically highlighted so you can type a new name. The new style displays alphabetically in the list and may be applied to fonts in any library.

Editing Custom Styles

You can change the names of custom styles, but the default styles cannot be edited. The changes apply to all the fonts with that custom style applied. Be sure any changes you make to styles are appropriate for all libraries.

To edit a custom style:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Styles** from the drop-down menu.
3. Double-click a custom style name and type new text.

Deleting Custom Styles

You can delete custom styles, but default styles cannot be deleted. When you delete a custom style, fonts with that style applied revert to the default styles. Be sure any deletions are appropriate for all libraries.

To delete custom styles:

1. If necessary, click **Attributes** to display the **Attributes** pane in Suitcase Fusion.
2. Choose **Styles** from the drop-down menu.
3. Click a style's name to select it.
4. Choose **Edit > Delete**, or press Delete.

Working with Auto-Activation Plug-ins

To automatically activate precisely the correct fonts used in documents, Suitcase Fusion includes plug-in software modules that use the Extensis Font Sense technology.

The plug-ins save Font Sense metadata—information that uniquely identifies fonts—with documents, and then use that metadata to automatically activate the correct fonts when you open a document.

In addition, to enable precise font identification and activation, the plug-ins can identify all the fonts used in a document, and then create a set or collect the fonts for delivery to a service bureau. The **Create Document Set** feature and the **Collect Fonts for Output** feature both streamline the process of locating all of the diverse fonts used in documents.

Understanding Font Sense Technology

As most publishers know, when you open a document and it requires a specific font, activating any font with that name is not an option. In the font world, Helvetica is not Helvetica is not Helvetica. Even fonts from the same foundry, such as Adobe Garamond, exist in multiple versions. Using the wrong fonts can result in text reflow, which can alter line breaks, affect the design, cut off text, etc. To ensure that you're always using the correct fonts, Suitcase Fusion and Font Sense provide unique font identification and automatic activation.

Font Sense technology is designed to overcome the limitations of font names. Most applications record the names and sometimes the types (OpenType, PostScript, etc.) of fonts used in documents. But with the various types of fonts, vendors, and versions that exist, font names are not unique identifiers. Most users have multiple versions of many fonts on their computers—particularly common fonts such as Helvetica and Times—and the applications they use cannot identify which versions are used in their documents. Font Sense solves this by saving complete font metadata into documents.

The font metadata generated by Font Sense starts with the name, type, foundry, and version number of the fonts. Then, for truly unique font identification, the metadata includes additional items such as checksum values. The final result is the Font Sense identification number, which you can view in Suitcase Fusion (**View > Columns > Font Sense**).

Each time you save a document in a supported application, the plug-in records updated Font Sense metadata with the document. The documents no longer rely solely on names to identify the fonts used in them.

When you open documents containing Font Sense specifications, the plug-ins use the Font Sense data to determine and activate precisely the right fonts. Since the font metadata is saved within the document, detailed font information travels with it. No matter where the document is opened, Font Sense knows precisely which fonts to activate.

Preparing Documents and Libraries

The ultimate goal of using Font Sense is that you—and the people in your workflow—never encounter missing fonts, font conflicts, or issues with multiple versions of the same font. To make this happen, you need to:

- Make sure documents have [Font Sense metadata saved with them](#). If the documents were previously opened with the plug-ins from Font Reserve, Font Reserve Server, Universal Type Server or a previous version of Suitcase Fusion, they will already contain this data.
- Make sure users in your workflow have all the fonts that they need and have added those fonts to Suitcase Fusion.
- Users should select the appropriate library from which to activate fonts from the plug-in options in the design application.
 - In Adobe Illustrator or InDesign, choose **Type > Suitcase Fusion > Library**, then select a specific library or **All Libraries**.
 - In QuarkXpress, choose **Utilities > Suitcase Fusion > Library**, then select a specific library or **All Libraries**.

Unless you select the **All Libraries** option, the plug-ins only auto-activate and create sets from fonts in one library.

Saving Font Sense Metadata with Documents

Font Sense is designed to ensure that the precise fonts used in a document are auto-activated each time the document is opened, revised, and printed. If you use Font Sense consistently—and make the appropriate fonts available to other users—you should never encounter missing fonts, font conflicts, or confusion regarding multiple versions of the same font.

When you get started using the plug-ins, however, many documents will not have Font Sense information in them. In a service bureau or agency environment, in which you receive many documents and fonts from the outside, it is worth your time to save Font Sense data within your documents. To do this:

1. Set up a "preflight" workstation to handle all incoming documents.
NOTE: The workstation should have a copy of Suitcase Fusion, all the applications you support with the auto-activation plug-ins enabled (QuarkXPress, Illustrator, InDesign), and **Use Font Sense** enabled in the **Auto-Activation Preferences** for each application.
2. In Suitcase Fusion, manually create or add a set containing only the document's fonts. Activate only that set; be sure that no other fonts are active through Suitcase Fusion.
3. Start the design application, make sure the plug-in is enabled, then open the document.
4. Make a small change to the document and save it. This records the Font Sense metadata within the document.
NOTE: If you are hesitant to make a change in a document, you can use Save As to save the file in the same location with the same name, replacing the original when prompted. This will also add the Font Sense metadata to the file.
5. Use the **Make Document Set** command to create a set for the document.
Make Document Set is available from the **Type > Suitcase Fusion** menu in Adobe Illustrator and InDesign, and from the **Utilities > Suitcase Fusion** menu in QuarkXPress.
6. Collect all of the fonts in the active set and be sure that all users in the workflow add those fonts to Suitcase Fusion before opening the document.

NOTE: You can also preflight any existing documents that do not have Font Sense data. Let the plug-ins automatically activate the "best" fonts or choose the fonts yourself. Then save the documents to record Font Sense metadata with them.

Installing and Removing Auto-activation Plug-ins

Suitcase Fusion includes plug-ins for Illustrator, InDesign, and QuarkXPress. After installing Suitcase Fusion, you'll want to install the auto-activation plug-ins to take advantage of precise Font Sense-powered activation.

Auto-activation plug-ins are installed and removed with the Suitcase Fusion Plug-in Manager. The Plug-in Manager remotely adds and removes plug-ins from the appropriate Plug-ins and XTensions folders as required.

To install or remove auto-activation plug-ins:

1. Close the target application (Adobe InDesign, Illustrator or QuarkXPress) for which you want to manage plug-ins.
2. Choose **Tools > Manage Plug-ins**.
3. In the Plug-in Manager window, check the box next to a plug-in to install it, or clear the box to remove it.

Plug-in status changes take effect the next time you launch the application.

NOTE: You must have administrative privileges on the computer to install or remove plug-ins.

When new versions of the design applications are released, Extensis typically creates a new plug-in that is compatible with the new version. Stay up-to-date by using the [Check for Updates](#) feature of Suitcase Fusion.

Automatically Activating Fonts

When you open a document with a Font Sense metadata, the plug-in auto-activates the precise fonts used in the document—provided the fonts are present in the selected library. Each time you save the file, the plug-ins update the Font Sense data as necessary.

When you open documents with Font Sense data and the fonts are available, you should never experience missing fonts, font conflicts, or issues with multiple versions of the same font. In general, the plug-ins work seamlessly in the

background. Once you choose a library, you can begin opening documents with confidence that all the right fonts will be auto-activated.

Choosing a Library

When you launch an application, you are prompted to choose a library.

The libraries function as follows:

- When you open documents, the plug-ins auto-activate fonts within the selected library.
- You can change libraries at any time, even while a document is open and fonts are active.
- If you open a document and all the fonts are reported as missing, you may have the wrong library selected. Switch libraries and then check the document's fonts. To select a different library:
 - In Adobe InDesign or Illustrator, choose **Type > Suitcase Fusion** to access the **Library** submenu and other commands.
 - In QuarkXPress, choose **Utilities > Suitcase Fusion** to access the **Library** submenu and other commands.

NOTE: When you're using the auto-activation plug-ins, it's helpful if you design documents with fonts from only one library. If you use fonts from multiple libraries in the same document, the plug-ins are only able to auto-activate fonts and make font sets for fonts in a single library. You can, however, use the plug-ins to collect fonts for output from multiple libraries.

Scanning Documents for Fonts

When you open a document that contains Font Sense metadata, the auto-activation plug-in scans the document to see what fonts are used in it, and then automatically activates precisely those fonts (provided the fonts reside in the selected library). The following fonts are considered to be "used" in a document:

- Fonts applied to text.
- The font specified in the application's Normal style sheet.
- Fonts applied to text on master pages, whether or not the master pages are applied to document pages.

NOTE: By default, the auto-activation plug-ins activate individual instances of fonts rather than all the fonts in entire typeface families. For example, if a document requires Minion-Bold, a plug-in would activate only Minion-Bold, not the entire Minion family. You can, however, choose to activate entire families by selecting the **Activate entire font families** option in **Auto-Activation Preferences**.

Scanning Graphics for Fonts

For complete automatic font activation, the auto-activation plug-ins can scan graphic files imported into documents and activate the fonts used in them. The plug-ins will consult any Font Sense metadata saved with graphic files for the most accurate automatic activation. If Font Sense data is not available for a graphic file, the plug-ins identify fonts by name.

NOTE: Currently, Font Sense metadata is saved with EPS files exported from Illustrator.

Handling Missing Fonts

If you open a document and a **Missing Fonts** dialog is displayed, first make sure you have the appropriate library selected in the plug-in. If switching libraries doesn't solve the problem, note the details about the missing fonts.

If a font is missing, it may have not been added to Suitcase Fusion, and thus can't be automatically activated. Confirm that all of the necessary fonts have been added to Suitcase Fusion and open the document again.

Picking the "Best" Fonts

If you open documents that contain Font Sense metadata—and the appropriate library is selected—you should rarely encounter missing fonts. In some cases, however, you may be missing the precise font. If other fonts are available with the same name, the plug-ins can auto-activate the "best" font for you to use (provided that **Pick best match when original is missing** is enabled in **Auto-Activation Preferences**, as it is by default). The best font will be used in the document and its information will be recorded in the Font Sense metadata for future use.

In determining the "best" font, the plug-ins prefer (in order of importance):

- An active font over an inactive font (except for active system fonts);
- The Type in the Font Sense metadata; if that does not exist, OpenType fonts are preferred over PostScript fonts, and PostScript fonts are preferred over TrueType fonts;
- The Foundry in the Font Sense metadata; if that does not exist, Adobe is preferred over other foundries;
- Higher versions are preferred over lower versions.

NOTE: Although it's convenient to have Suitcase Fusion select fonts for you, keep in mind that the "best" font is not always the correct font. This is particularly true when you consider that Suitcase Fusion's first preference is for active fonts over inactive fonts. For example, if you keep a TrueType version of Helvetica permanently active, and a document requires a PostScript version of Helvetica, Suitcase Fusion will opt for the active TrueType version—even if you have other PostScript versions of Helvetica.

Deactivating Automatically Activated Fonts

When you quit an application, any fonts that were auto-activated by a plug-in for that application are deactivated. You can change this so auto-activated fonts are deactivated when you close documents or shut down your computer.

Checking Document Fonts

Any time you want to ensure that all the fonts used in a document are active, you can use the **Check Document Fonts** command. For example, if you drag an InDesign snippet onto a page or update a QuarkXPress composition zone, the fonts used in those items may not be active. Or, if you apply a previously unused style sheet to text, the font specified in it may not be active.

To check document fonts:

- In Adobe Illustrator or InDesign, choose **Type > Suitcase Fusion > Check Document Fonts**.
- In QuarkXPress, choose **Utilities > Suitcase Fusion > Check Document Fonts**.

Changing Auto-Activation Preferences

Each plug-in has its own Auto-Activation Preferences that control how it works. Before you begin using the plug-in, you may wish to confirm that the default preferences will work for you. Or, as you use a plug-in, you may find that a default setting is not appropriate for your workflow and need to change it.

By default, the plug-ins auto-activate fonts according to Font Sense metadata when documents are opened, save detailed Font Sense data within documents, and deactivate auto-activated fonts when you close documents. You must change preferences separately in each application (Illustrator, InDesign, and QuarkXPress).

To change any of these defaults for a plug-in, use the **Suitcase Fusion Auto-Activation Preferences** dialog box.

In Adobe Illustrator and InDesign, choose **Type > Suitcase Fusion > Suitcase Fusion Auto-Activation Preferences**.

In QuarkXPress, choose **Utilities > Suitcase Fusion > Suitcase Fusion Auto-Activation Preferences**.

Enabling Auto-Activation

When the **Enable Auto-Activation** plug-in preference is enabled, the plug-ins scan documents as you open them to determine the necessary fonts. The plug-ins identify fonts by looking at the document's Font Sense data, if available, or looking at the fonts by name where they are used in the document. **Enable Auto-Activation** is checked by default; to disable automatic activation, uncheck it.

Enable Font Sense support

By default, the plug-ins save detailed Font Sense data within documents, and then use that information to auto-activate fonts in documents as you open them. Font Sense technology generates the metadata, which includes the font's name and other information such as its type, foundry, version, and other important font information. In general, use Font Sense for superior automatic font activation. To disable it, uncheck the **Enable Font Sense support** option.

Pick Best Match When Original Is Missing

By default, when you're using automatic activation and a font conflict occurs, the plug-ins automatically [pick the "best" font](#). Font conflicts may arise if more than one font in the selected library has the same name, such as Helvetica or Times, and the plug-in is unable to determine which font was used to create the document. If you prefer to resolve conflicts yourself, disable **Pick best match when original is missing**.

Activating Fonts in Embedded Objects

When **Activate fonts in embedded objects** is enabled, the plug-ins look at the Font Sense metadata saved with Illustrator EPS documents to auto-activate fonts. When this feature is disabled, as it is by default, the plug-ins still scan graphics for fonts, but will only identify fonts by name.

NOTE: Currently, only Adobe Illustrator EPS files are saved with Font Sense metadata.

Activating Entire Font Families

By default, the Suitcase Fusion auto-activation plug-ins activate individual font faces rather than all the fonts in entire typeface families. For example, if a document requires Minion-Bold, a plug-in would activate only Minion-Bold, not the entire Minion typeface family.

You can, however, choose to activate entire families by enabling the **Activate entire font families** plug-in preference. This can be helpful if, for example, you decide to apply bold or italics to body text—those instances of the base font will already be active. To see all the fonts in a family in Suitcase Fusion, choose **View > Group Fonts by Family**, or press Ctrl+E.

Close Opened Fonts

You can specify when auto-activated fonts are deactivated: when you quit the application, or when you close the document. By default, the plug-ins deactivate fonts when you quit an application. To change this setting, click an option in the **Close opened fonts** area.

- **When [application] quits:** Quitting the design application deactivates all the fonts that were auto-activated since the last time you launched the application. This is the default setting.
- **On document close:** Closing the document deactivates auto-activated fonts when you close a document (provided the fonts aren't required by other open documents). Click this option if you need to keep a minimum of fonts active and if most of your documents use different fonts. Because Suitcase Fusion scans each document as you close it, this setting can get tedious if you open and close documents often.

NOTE: If you change this setting while documents are open, the change will apply to documents subsequently opened or created.

Maintaining Your Font Vault

To ensure that you never lose any of the work that you've put into adding and organizing your fonts, it's important to backup your Font Vault periodically.

In addition, you may want to use more than one Font Vault to keep fonts licensed by different clients separate, or to keep metadata "vocabularies" separated. Since the Font Vault also contains Suitcase Fusion's database, every time you change the Font Vault you could be using an entirely different set of keywords, fonts added in-place, etc.

You might also have a Font Vault that only contains old fonts and another for newer fonts. In this instance, you might revert to your old vault when working on legacy documents.

Creating a new Font Vault

There are many reasons why you may want to create a new Font Vault.

- If you have multiple font collections that you need to keep separate and ensure that they are never used at the same time.
- As an alternate to Libraries for organizing their projects, you can keep one Vault per project, and easily swap between font collections. This ensures that all fonts are archived with project-specific fonts as well as font organization into a single Font Vault
- If multiple users need access to a specific set of fonts, all fonts can be added to a single Font Vault. When one person is done working on a project and needs to pass it on to another person, they Font Vault can be passed on along with the other project files. This provides an easy for small teams to ensure consistency.

It's important to note that multiple users cannot access a single Font Vault at the same time. If you need this functionality, it is best to use a server-based font manager such as Universal Type Server.

To create a new font vault:

1. Open Control Panel.
2. Double-click the **Suitcase Fusion 3** icon.
3. Click **Stop** to shut down the current font vault.
4. In the Font Vault Location section, click **New**.
5. Navigate to the location where you want the new Font Vault and click **Create**. The new Font Vault is created and automatically set to the current Font Vault.

Selecting a Different Font Vault

If you have multiple Font Vaults, or want to use a restored backup, you may need to switch between vaults.

To select a different font vault:

1. Open Control Panel.
2. Double-click the **Suitcase Fusion 3** icon.
3. Click **Stop** to shut down the current font vault.
4. In the Font Vault Location section, click **Select**.
5. Navigate to the location of the other Font Vault and click **OK**. The new Font Vault is selected and automatically opened.

Backing up the Font Vault

To backup your Font Vault, copy it to a network location or external disk, or burn a copy to a CD or DVD.

NOTE: The Font Vault is a folder. To ensure the integrity of your font files, do not modify its contents.

Under Windows XP, the default Font Vault is located here (where [username] refers to the current user's Windows user name):

```
C:\Documents and Settings\[username]\Local Settings\Application  
Data\Extensis\Suitcase Fusion 3\Suitcase Fusion 3.fontvault
```

Under Windows Vista and Window 7, the default Font Vault is located here:

```
C:\Users\[username]\AppData\Local\Extensis\Suitcase Fusion 3\Suitcase Fusion  
3.fontvault
```

The active Font Vault's location is shown in the Suitcase Fusion 3 control panel.

NOTE: If you are unable to locate the AppData or Application Data folder, it is likely that you don't have your system set to display hidden folders. To show hidden folders, open **Control Panel** from the **Start** menu, then double-click **Folder Options**. Click the **View** tab and enable the option to **Show Hidden Files and Folders**.

WebINK: Using Fonts on the Web

Web typography has been a sore point for designers for years. Without doing a lot of work, there was no way to use a rich set of typefaces to proclaim your presence on the Internet. And when it came time to change the look of the website, most of that work had to be redone.

Finally, most popular browsers support a feature proposed for the CSS3 standard known as **@font-face**. This allows you to assign a font that is hosted on a web server to a `font-family` in your CSS.

The drawbacks to implementing @font-face for Web designers have been on multiple fronts: different browsers support different font formats (so that your host had to have several formats *and* your CSS had to play tricks to get them to work correctly), some fonts weren't licensed for Web use, and if you uploaded fonts that were licensed, you had to take precautions that others couldn't pirate them.

And let's not forget the expense of using more than a handful of fonts on multiple websites!

The WebINK font rental service addresses all these concerns and more:

- Fonts are hosted on the WebINK servers in multiple formats, so your CSS just needs to identify the font, and WebINK delivers the correct format to each visitor to your website.
- We have agreements with major type foundries for thousands of high-quality fonts, so you don't need to worry about font licenses or security.
- Fonts are rented on a monthly basis for a specific level of web traffic, so you don't pay for what you don't need.
- There are no complicated configurations for you or your visitors: no JavaScript or Flash, no special images or CSS tricks to implement. As long as your visitors use a modern browser, they will experience your site in all its typographic richness.

WebINK concepts

The WebINK service was designed to allow you to maximize your impact with a minimum of effort. There are some key concepts behind the service that you should understand so that you can create a smooth workflow for yourself.

Account

You need an account in order to utilize the WebINK service. You can try the service for free for 30 days; to continue after this period you will need to provide a credit card for billing.

WebINK Library

The WebINK Library is the library of high-quality fonts available from the WebINK service. You can browse through the library and preview fonts to find the best typefaces for your website.

Type Drawer

A Type Drawer holds the fonts you have chosen to use with a specific set of websites. You can have as many Type Drawers as you need for your projects.

Websites

The fonts in a Type Drawer are made available to all the websites assigned to the drawer. You can assign single sites such as *www.example.com* or, by using wildcards, you can assign multiple subdomains (**.example.com*).

Usage Level

You can specify the maximum usage level available to a Type Drawer. Measured in gigabytes, this is the total size of the font data that the websites in a Type Drawer can be served in a month. (If the traffic to your websites is higher than you expected and so your usage exceeds this amount, your websites will not suddenly be cut off; you will receive an email alert.)

Price Tier

Fonts are grouped by their prices, so you can keep costs down for specific websites by setting the appropriate Price Tier for each Type Drawer.

Font, font face, font family

In desktop typography, a font or font family is a collection of faces designed and intended to be used together. The Garamond font family includes roman and italic styles and bold, semi-bold, and regular weights. A face of this font family is a single style and weight combination, such as Garamond Bold-Italic.

For simplicity's sake we use the term "font" to mean a set of faces from a given family that are collected together. When viewed in the context of the WebINK Library, this will generally coincide with the entire family. When used in the context of fonts in a Type Drawer, it will usually be a subset of a family: perhaps just the roman and italic styles, for example. (The Type Drawer will still gather font faces into folders named for their respective families.)

Creating a WebINK Account

To create a WebINK account:

1. Start Suitcase Fusion. When you first start Suitcase Fusion, you are prompted to connect to the WebINK service. (If you are not prompted to connect, then choose **File > Connect to WebINK.**)
2. Click **Create Account.** Your web browser will open and take you to the WebINK sign-in page.
3. Click the **Create Account** link on the WebINK page.
4. Fill in the account information and accept the Terms of Service.
5. You will receive a confirmation email at the address you specified in the account information. Follow the link in the email to complete your registration and create your WebINK account.

You can use the WebINK service for free for 30 days. You do not need to provide billing information during this time, but after the trial period your websites will no longer have access to WebINK fonts.

During the trial period, you can use an unlimited number of fonts on your test websites at no charge.

For details on WebINK terms and conditions, visit <http://www.webink.com/terms>.

Establishing a WebINK Connection

The first time you run Suitcase Fusion, you will be prompted to enter your WebINK username and password or create an account.

If you choose to connect to the service, Suitcase Fusion will automatically reconnect every time you launch the program, unless you have manually disconnected.

If you choose to not connect when you start Suitcase Fusion, or you disconnect from the service, you can connect by choosing **File > Connect to WebINK.**

When connected, Suitcase Fusion displays the WebINK Library and any Type Drawers you have created, and the title bar of the main window shows your account name.

NOTE: While the WebINK features appear in the same panel as Suitcase Fusion's desktop font management features, you cannot add WebINK Library fonts to your desktop type libraries, nor can you add fonts from your desktop to one of your Type Drawers.

If You Have a Firewall

Most organizations and even many home networks have a firewall between their local area network and the Internet. To allow Suitcase Fusion to communicate with the WebINK service, you will need to make sure that port 8443 is open on your network's firewall. See your network administrator or the documentation for your network router for assistance.

Opening and Using the WebINK Library

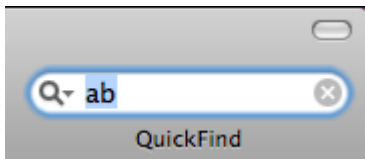
Once connected to the WebINK service, you can browse available fonts by opening the WebINK Library. To open the library, click on the  icon.

The WebINK Library lists thousands of fonts available for use in your Type Drawers. You can use many of the same tools for locating and previewing fonts in the WebINK Library as are available to use in your desktop font management practices.

To sort the list of library fonts, click the heading of any column.

Name	Class
▶ Amicable	Blackletter/Uncial
▶ Maribelle	Script

Use QuickFind to filter the list of fonts. Enter some text in the QuickFind field, and only fonts with that text in the name, foundry, class, or family will be displayed. For example, typing *ab* in the QuickFind field might display (among others) Amicable, BossaNovaBold, and several fonts with the "Slab serif" classification.



For suggestions on sorting and finding fonts, see "Sorting and Finding Fonts" on page 31. For preview options, see "Previewing Fonts" on page 35.

CSS Basics

The pages in this section provide an introduction to some of the concepts and benefits of CSS, especially how it relates to using WebINK fonts on your websites.

If you haven't started using CSS on your web pages, there is no time like the present.

What is CSS?

Despite the power inherent in CSS, the concept of style sheets and the basics of web styles are fairly straightforward.

Terminology

- **rule** - the definition of how a browser should display an HTML element
- **selector** - the HTML element that you want to style
- **declaration** - a property of the HTML element that you want to change, and the value that you want that property to have
- **property** - the style attribute of an HTML element, such as color or size
- **value** - the actual look you want the HTML element to have, such as `blue` or `10pt`

At its most basic, a rule consists of a selector and one or more declarations:

Selector	Declaration	Declaration
p	{ color : blue ;	font-size : 10pt ; }
	Property Value	Property Value

Cascading

You can have multiple style sheets for your web page that "cascade" together to define the overall look of your page. Rules can be defined in multiple places, and *where* a rule is defined determines its priority. You can even define one property for an element (such as `color`) in one style sheet, and define another property (such as `font-size`) in a different style sheet. If you tell your web page to use both those style sheets, then your elements will inherit the `color` from one style sheet and the `font-size` from the other.

Style

In CSS, the "style" applies to much more than fonts. CSS is used to specify element color, background, size, position, and many other properties.

Sheets

By defining a style sheets as an independent list, you can better understand how the *style*—the look of your web page—is separated from the *content* of your page, and how this separation can benefit you when you want to change how your page looks. Instead of changing each element in a page, you can change the definitions in your style sheet to instantly change your entire page.

Best of all, you can use one style sheet for all the pages in your website. This gives you one place where you can change the entire look of your site. All that power, waiting for you to start using it.

References

There are several good books and websites devoted to learning CSS and putting it to work for you. You can learn the basics for free online at <http://w3schools.com/css/>. You can also explore the elements of CSS at http://www.w3schools.com/css/css_reference.asp. When you have written your first style sheet and want to make sure it is structurally correct, you can validate it at <http://jigsaw.w3.org/css-validator/>.

A very good book on creating a website using CSS is *Build Your Own Web Site The Right Way Using HTML & CSS, Second Edition* by Ian Lloyd, ISBN 978-0-9804552-7-4. You can get it at online and brick-and-mortar bookstores or from the publisher directly at <http://www.sitepoint.com>. (They also have digital editions of this and many of their other books.)

Inheritance and Cascading

Inheritance

One of the most important concepts about CSS is that of inheritance.

The elements of a web page can *inherit* their style information from different sources, or can have a specific look all their own.

Suppose you have a paragraph element with an emphasized word:

```
<p>The quick brown fox jumps <em>over</em> the lazy dog.</p>
```

If the `em` selector does not have a color assigned in your style sheet, it will inherit the color assigned to the `p` selector.

(Because the `<em>` element is nested inside the `<p>` element, it is called a *child* element, and the `<p>` is called the *parent* element. In the same way, most elements of a page are children of the `<body>` element, and all elements, even `<body>`, are children of the `<html>` element.)

Children don't always inherit properties from their parents. More specifically, some properties (like `color`) are inherited, and some (like `border` properties) are not. If you have this style sheet

```
body { border-style: solid; border-width: 5px; border-color: red; }
```

then the border is applied around the entire page, not around each element in the page. If your goal is to have each paragraph surrounded by a thick red box, then you need to specify this rule for the `p` selector, not the `body` selector.

Cascading

Style rules can be defined in multiple places:

- *Inline* style sheets are defined in the HTML element tag itself, and apply only to that tag and its children.
- *Internal* style sheets are defined in the <head> element of an HTML page, and apply to everything on that page.
- *External* style sheets are defined in a separate document and can be attached to an HTML page by being linked to the page in the <head> element. The same external style sheet can be linked to all the pages in a website, allowing them all to use the same style rules.
- The browser (or *user agent*) has an internal style sheet for displaying websites that don't have their own. Browsers often let their users supply their own style sheet to override its default style rules.

Cascading works in this order:

1. If a tag has an inline style sheet, use that;
2. Otherwise, if a page has an internal style sheet, use that;
3. Otherwise, if a page uses an external style sheet, use that;
4. Otherwise, use the browser's style sheet.

NOTE: If a page includes both an internal style sheet and an external style sheet, the cascade order follows the order they are referenced in the HTML document: if the external style sheet is referenced after the internal, its definitions will have precedence.

If this is a fragment of a page

```
<html>
  <head>
    <style type="text/css">
      p { font-size: 10pt; color: green; }
    </style>
    <link rel="stylesheet" type="text/css" href="mystyles.css" />
  </head>
  <body>
    <p>Now is the time for all good men...</p>
    <p style="font-size: 24pt; color: red">to come to the aid of their
      party.</p>
  </body>
</html>
```

and the file `mystyles.css` contains this rule

```
p { font-size: 14pt; }
```

The page will look something like this:

Now is the time for all good men

to come to the aid of their party.

The first paragraph gets its color (green) from the internal style sheet, but the size (14pt) comes from the external style sheet (since it is referenced last, the size definition here has precedence). The color and size of the second paragraph are defined inline in the <p> tag and override the other definitions.

Since we didn't specify a font, this comes from the browser's default font definition.

It is perfectly legal and reasonable to include more than one external style sheet link in a web page. If this results in a conflict, the styles defined in the last-linked style sheet have precedence. Similarly, if you have these rules in a style sheet

```
p { font-size: 10pt; color: red; }
...
p {font-size: 12pt; }
```

then your paragraph text will be 12pt and red.

References

For more information about inheritance and how it works with cascading, see *Inheritance and Cascading Styles in CSS* (<http://www.webdesignfromscratch.com/html-css/css-inheritance-cascade/>) and *Assigning property values, Cascading, and Inheritance* (<http://www.w3.org/TR/CSS2/cascade.html>).

NOTE:w3.org is the website of the World Wide Web Consortium, responsible for developing the standards used on the Web.

CSS and Fonts

Font properties

Through your style sheet, you can specify many properties of the text that appears on your website (properties in **boldface** are very common).

font-family	Specifies a prioritized list of font family names. See "The fallback stack" below for details.
font-size	Specifies the desired height of characters. Typical units are <code>pt</code> (points), <code>px</code> (pixels), <code>%</code> (percent) and <code>em</code> (the current font size)
font-weight	Specifies the weight of characters in a font (their "blackness" or stroke thickness). Typical values are <code>bold</code> and <code>normal</code> .
font-style	Allows you to specify an italic or oblique typeface (they are not always the same!). Typical values are <code>normal</code> and <code>italic</code> .
color	Sets the color of text. Values are typically a color name (such as <code>black</code> or <code>red</code>) or a hex number representing an RGB value (such as <code>#000000</code> or <code>#FFFFFF</code> , for black or white).
<code>text-indent</code>	Indents the first line of text in an element.
<code>line-height</code>	Specifies the distance between lines of text in an element.
<code>text-align</code>	Specifies the horizontal alignment of text in an element.
<code>vertical-align</code>	Specifies the vertical alignment of an element.
<code>background-color</code>	Sets the color of the page behind the text.
<code>text-transform</code>	Specifies the case of text in an element.
<code>text-decoration</code>	Adds a decoration to text. The value <code>line-through</code> allows you to create text that looks like it has been struck out. Using <code>blink</code> or <code>underline</code> is generally frowned upon (underlining is typically reserved for links, and blinking text is just plain annoying).
<code>white-space</code>	Determines how white space (spaces, tabs, carriage returns) inside an element is handled.
<code>word-spacing</code>	Allows you to increase or decrease the space between words.
<code>letter-spacing</code>	Allows you to increase or decrease the space between characters.
<code>font-variant</code>	Allows selecting a small-caps variant of a font face.
<code>font-stretch</code>	Selects a normal, condensed, or expanded face from a font family.
<code>font-size-adjust</code>	Specifies an aspect ratio adjustment for fonts in the fallback stack.
<code>direction</code>	Specifies the direction in which text is read.

For details on text and font properties, see the *CSS Reference* at w3schools.org (http://www.w3schools.com/css/css_reference.asp).

The fallback stack

Usually, when you visit a website, your browser is limited to displaying fonts that are present on your computer, so web designers have been careful to use what have been known as "web-safe" fonts.

Typically a style rule that defines a font for use on a web page uses what is called a "fallback stack." The purpose of the fallback stack is to allow the designer to specify the font he or she wants to use, and if that font isn't present, give the browser other options to "fall back" on.

You will often see something like this rule in a style sheet:

```
body { font-family: "Helvetica Neue", Arial, sans-serif; }
```

This tells the browser to first try to use the font Helvetica Neue, and if that's not present use Arial, and if that's not present, use the browser's default sans-serif font.

Since Helvetica Neue is not a common font on Windows, chances are that many people would see your website in Arial.

Enter @font-face

Long ago, the keepers of Web standards realized that people would soon grow tired of Arial, Courier, and even Comic Sans. They devised a way for web pages to use fonts that live somewhere on the web, and not necessarily on the user's computer. This is the @font-face rule. Unfortunately, while this rule was considered for inclusion in the CSS2 standard, it was left out, but it is now part of the proposed CSS3 standard.

Fortunately, browser manufacturers knew a good thing when they saw it. As long ago as 1997 Microsoft started implementing the ability for Internet Explorer to interpret @font-face in style sheets.

The rule looks like this:

```
@font-face { font-family: Extensium; src: url(http://site/fonts/fontfile.otf); }
```

The font is located in the file specified by the url. The font-family property in this usage specifies the name that you will use in the rest of your CSS.

Now you can use the font Extensium at the top of your fallback stack:

```
body { font-family: Extensium, Utopia, Georgia, serif; }
```

As long as the browser that is loading the CSS can also access the url where the font file is located, the Extensium font will be used. It is still a good idea to provide a fallback stack, in case the remote font file is not accessible (if the server is offline or the file gets corrupted, for example).

Today, enough browsers support the @font-face rule to make it a viable option for web designers to use, finally breaking the chain tying them to the handful of web-safe fonts.

The drawback is that, in order to have external fonts load correctly on multiple browsers, web designers need to implement a cumbersome set of rules. But even after implementing these rules (see for example *Bulletproof @font-face syntax*, <http://paulirish.com/2009/bulletproof-font-face-implementation-syntax/>), website owners still have to make sure they are using properly licensed fonts, and take precautions against font piracy.

What's a person to do?

Implementing the promise of "unlimited" web fonts seems like a daunting challenge. The WebINK font rental service from Extensis was developed to eliminate the frustrations of using @font-face and licensing fonts for web use. We have worked with a number of foundries to bring thousands of high quality, low cost fonts together. We have also built a system to deliver these fonts in the correct format for whatever browser is asking for them. You don't need to convert the fonts, and you don't need to write special CSS to make sure every browser is supported.

Unlike other font rental services, WebINK doesn't require any special setup on the end user's computer. They don't need to have Flash, JavaScript, or any other software installed or enabled. When a person visits your page, they see the fonts you specify. Just like you intended.

Classes

When working with plain vanilla CSS, you will inevitably run into a situation where you want one or more elements on a page to differ stylistically from their default. For instance, you might want some paragraphs to appear in a script font.

Not a problem, right? You can use an inline style sheet:

```
<p style="font-family: 'Comic Sans';">Dear Diary, Today I fell in love!</p>
```

When you need to apply this to a few paragraphs, on a few pages, it isn't too bad. What hurts is when you want to change the font from Comic Sans to something else. Then you have to go to each page and re-edit all the inline styles, then preview every page to make sure you didn't miss any.

This is why the CSS class was invented. In your web page, you can style the paragraphs using a class:

```
<p class="handwriting">Dear Diary, Today I fell in love with CSS all over again!</p>
```

The "hard work" is placed into your CSS:

```
p.handwriting { font-family: "Comic Sans"; }
```

`handwriting` is a *class* of the `p` selector, and is defined using the syntax **selector.class**. Now it is much easier to change out that Comic Sans for something more attractive; just change the class definition one time in your CSS.

(This "dot syntax" is also common in programming: it shows the relationship between a main element and a specific "class" of that element.)

A class can be specified independently of a selector, using the same syntax without the selector (note the "dot" at the beginning of the line):

```
.handwriting { font-family: "Comic Sans"; }
```

A class defined in this way is often called a "class selector."

This allows you to use the `handwriting` class in any element, or even on a single word:

```
<h1 class="handwriting">Diary Entries</h1>
<p>This section includes some excerpts from my journals, logs, and diaries.
  Anything you see in <span class="handwriting">this style of text</span> is an
  entry from one of my personal recollections.</p>
```

The above might look something like this:

Diary Entries

This section includes some excerpts from my journals, logs, and diaries. Anything you see in this style of text is an entry from one of my personal recollections.

Notice that the class inherits the size specification of the parent `<h1>` or `<p>` tag.

You can also define a class differently for different selectors, as in:

```
p.handwriting { font-family: "Comic Sans"; }
h1.handwriting {font-family: "Times New Roman"; font-style: italic; }
```

Finally, you can define the class independently of selectors, then redefine it for specific selectors:

```
.handwriting { font-family: "Comic Sans"; }
p.handwriting { color: #404040; }
h1.handwriting { font-family: "Times New Roman"; font-style: italic; }
```

The `<p>` text will now appear in dark gray.

Tips & Techniques

There are many websites, book chapters, and blogs devoted to identifying "best practices" for using CSS. These are somewhat subjective and of course can change over time as browsers evolve and new technologies like WebINK become available.

Instead of "best practices" here are some ideas, tips, and techniques that you can investigate for using in your own websites. Some will be fairly obvious and long-lasting, while others may only be valid for certain people or situations. We suggest that you review them, investigate those that sound promising, modify as necessary, and implement them as your own "best practices." But don't forget to try new techniques and revise your strategies.

Tried and True

These tips won't steer you wrong.

- **Use external style sheets.**
External style sheets give you the most flexibility in applying formatting across your website. Internal and inline style sheets can quickly become unmanageable when you go to make changes.
- **Use classes and IDs.**
You get greater flexibility in structuring your pages and styling your text when you implement these.
- **Learn about media types.**
CSS lets you define selectors differently depending on the device that the HTML content is output to. Using the @media rule, you can change the way your content is formatted for the printed page, and can also make it easier for a screen reader (a program that reads screen content aloud) to describe your page accurately.

CSS Formatting

You might think that, once you've got your CSS typed into a text file and deployed, you are done with it. But when you want to (or need to!) go back and modify it, you will want it to be well-organized, easy to navigate, and self-descriptive.

- **Use comments.**
A CSS comment is any text that starts with the two characters `/*` and ends with the two characters `*/`. You can use these to describe what your CSS is doing, set off sections of your CSS, or to temporarily "disable" some definitions.
- **Organize your style sheets in a consistent manner.**
Break your stylesheet into sections, such as General, Special Formatting, and Layout. Identify each section with a comment line.
- **Use CSS shorthand.**
Many properties can be grouped together. For example, instead of the rule `p {font-size: 12px; font-style: italic; font-family: Arial, sans-serif}` you can use `p {font: italic 12px Arial, sans-serif;}`. While this can keep your definition compact, you do need to be aware of the order that you place the properties.
- **Combine rules.**
When rules share identical properties, you can combine those properties into one definition, then include other definitions to include the unique properties for each selector. You combine definitions by separating selectors with a comma: `h1, h2, h3 {font-family: Arial Black, sans-serif; color: darkgray; }.`
- **Use multi-line definitions as needed.**
Some designers like to put their definitions all on one line, and others like to spread them out with one property per line for readability. However you choose to write your rules, be consistent. Always define properties in the same order so you can find them at a glance.

Rules with nuance

These rules come from experience: once explained they are reasonable enough but aren't necessarily obvious at first.

- **Name classes for their function, not their property values.**
If you name a class `Big_Red_Arial`, then when you change it to use Times New Roman in green, you won't know what's going on in your CSS, and neither will anyone else who reads it. If you name your class `Additional_reading_header` then it won't matter what the color or font is; it is always going to be used for the same function.
- **When you apply a color to an element, think about the need to change its background color.**
Yellow text is not as readable on a white background as it is on black. This will become evident if you make the habit of previewing your pages and testing your CSS, but if you think about it in advance, you'll be more aware of it when you look over the results of your handiwork.
- **Test your CSS and HTML in multiple browsers.**
If you look at your pages in only one browser, you may miss idiosyncrasies of display in other browsers. You may also inadvertently "fix" your CSS and HTML to work only in your specific browser.

Advanced CSS strategies

These are not necessarily things you'll need to implement immediately, but may consider them as you become more comfortable with CSS and explore more advanced features.

- **Use a browser reset CSS.**
Browsers have default settings for all elements; that's why they can display a page even with no style sheet applied. You may find that some browser defaults are causing your page to be displayed in a way you didn't expect. To avoid this, some developers use a "CSS reset" style sheet that sets all element properties to a known state, then add their specific styles after the reset.
- **Use a debugger in your browser.**
Many browser have built-in or add-on debuggers available, that can show you how your CSS is being interpreted for each element on the page. This can be invaluable in figuring out why something doesn't look the way you thought it would.

HTML

- **Use tables only for tabular data.**
It is sometimes tempting to use tables to force a page to have a certain layout. While you can pretty much guarantee the page's look, changing it becomes much more difficult. CSS makes page layout much easier to do and much easier to change, and allows you to implement similar layouts on multiple pages by defining elements in one place.
- **Create your HTML first, then your CSS.**
You'll save time by creating your HTML (at least a mockup) first. This way, you know all the elements of your page, and can think of the page as a whole and create the CSS based on the entire page, not piecemeal.
- **Use a DOCTYPE.**
And use the right DOCTYPE. HTML without a DOCTYPE is subject to what is referred to as "quirks mode." The DOCTYPE tells the browser how to render the page; without it, the browser will make a guess at how to render it. If the browser guesses incorrectly, your page may be unreadable to some visitors.

Fonts

- **Use a font manager (such as Suitcase Fusion 3).**
This helps ensure you have fonts installed properly and that you aren't using corrupted fonts. It also helps you test your CSS fallback stacks; you can disable a font and make sure the next font in the stack is used instead.

WebINK & @font-face

- **Use WebINK!**

The WebINK font rental service gives you access to thousands of high-quality, affordable fonts. WebINK handles the delivery of fonts to the requesting browser, so you don't have to host the fonts, don't have to license the fonts, and don't have to create special CSS to cover individual browsers. For details on integrating the CSS generated by WebINK into your own, see [Integrating the WebINK CSS into your Website](#).

- **Use (and test) a fallback stack**

You will have visitors to your website that use a browser that doesn't support @font-face. While they won't get the ideal view that you'd like to present, you would still like them to be able to read and understand your site. The fallback font stack tells the browser what font to use if the WebINK font is not available.

References

- **30 CSS Best Practices for Beginners** - <http://net.tutsplus.com/tutorials/html-css-techniques/30-css-best-practices-for-beginners/>

Nettuts+ offers a wide array of articles, tips, and tutorials about web design, programming, and the Internet in general.

- **CSS Tutorial** - <http://www.learn-css-tutorial.com/>

Webucator offers high quality free tutorials on many Web technologies.

- **The Skinny on Doctypes** - <http://www.dustindiaz.com/skinny-on-doctypes/>

- **CSS Shorthand Guide** - <http://www.dustindiaz.com/css-shorthand/>

Dustin Diaz writes with authority on a number of aspects of Web design and programming.

To Learn More

Here are some places to go for more information on Cascading Style Sheets.

Learning

- **W3School CSS Tutorial:**<http://www.w3schools.com/css/default.asp>
A good, up-to-date, and *free* way to learn CSS.
- **Webucator CSS Tutorial:**<http://www.learn-css-tutorial.com/>
Webucator offers high quality free tutorials on many Web technologies.
- *Build Your Own Web Site The Right Way Using HTML & CSS, Second Edition* by Ian Lloyd, ISBN 978-0-9804552-7-4.
You can get this book at most online and many brick-and-mortar bookstores, or directly from the publisher at <http://www.sitepoint.com>. (It is also available in several e-book formats directly from SitePoint.)

Reference

- **CSS Reference:**http://www.w3schools.com/css/css_reference.asp
The reference is tested and updated regularly, and gives details on the level of support for various features in all major browsers. It also includes links to tutorials and "Try It Yourself" pages.
- **CSS 2.1 and CSS 3 Help Cheat Sheets:**<http://www.smashingmagazine.com/2010/05/13/css-2-1-and-css-3-help-cheat-sheets-pdf/>
PDFs that you can download and print. Check out the other areas of the Smashing Magazine site, too.
- **SitePoint CSS Reference:**<http://reference.sitepoint.com/css>
In addition to publishing books on Web development, SitePoint has articles and reference pages that are worth looking at as well.
- **CSS Shorthand Guide:**<http://www.dustindiaz.com/css-shorthand/>
Dustin Diaz writes with authority on a number of aspects of Web design and programming.

Tools

- **The W3C CSS Validation Service:**<http://jigsaw.w3.org/css-validator/>
Point to your CSS file online, on your computer, or paste in the text, and this page will tell you if it is correctly structured.
- **Blueprint: A CSS Framework:**<http://www.blueprintcss.org/>
This is a well-developed starting point for your CSS.

Special Topics

- **Inheritance and Cascading Styles in CSS:**<http://www.webdesignfromscratch.com/html-css/css-inheritance-cascade/>.
An overview of the rules of inheritance.
- **Assigning property values, Cascading, and Inheritance:**<http://www.w3.org/TR/CSS2/cascade.html>
The specification on how inheritance and cascading work.
- **CSS Fonts Module Level 3:**<http://www.w3.org/TR/css3-fonts/>
The definitive specification for fonts in CSS3. Has very good and descriptive figures.
- **30 CSS Best Practices for Beginners:**<http://net.tutsplus.com/tutorials/html-css-techniques/30-css-best-practices-for-beginners/>
Nettuts+ offers a wide array of articles, tips, and tutorials about web design, programming, and the Internet in general.

Managing Type Drawers

You use Type Drawers in the WebINK service to assign fonts to one or more websites. You can create as many Type Drawers as you need, and add as many fonts to each Type Drawer as its sites need to access.

Each Type Drawer consists of the following:

- **Name** - This is used by you to identify the Type Drawer's purpose. You might name it for the client or for the websites it serves.
- **Usage Level** - This is a measure of how much bandwidth the drawer uses in a month (how many gigabytes of font requests the drawer serves).
- **Price Tier** - This identifies the kinds of fonts that can be added to the Type Drawer.
- **Sites** - Up to four websites can have access to the fonts in a Type Drawer.
- **Fonts** - The fonts that will be available to the sites assigned to the Type Drawer.

About Usage Levels and Price Tiers

WebINK offers multiple plans to help you pay for only the fonts and bandwidth that you need. The Usage Level of your Type Drawer is a measure of how much bandwidth your the drawer uses in a month (basically, how many gigabytes of font requests). The Price Tier indicates the maximum price level of fonts that you can add to the Type Drawer. Most fonts are in the Standard price tier.

For details on plans available, please visit <http://www.webink.com/pricing>.

Creating a Type Drawer

A Type Drawer consists of fonts and the websites you want them to be associated with. Typically, you would create a separate Type Drawer to use a set of fonts on certain sites. This helps you avoid paying for fonts you aren't using and allows you to easily monitor font usage for each group of sites.

To create a Type Drawer:

1. Choose **File > New Type Drawer** to start the Type Drawer Creation Wizard.
2. Enter a name for the Type Drawer, then click **Continue**.
3. Choose a Price Tier, then click **Continue**.
4. Choose a Usage Level, then click **Continue**.
5. Specify up to four sites that will be associated with the Type Drawer, then click **Continue**.
6. In the Summary, review the information then click **Create Type Drawer** to finally create the Type Drawer.

The Type Drawer will be created and the Type Drawer Info panel will be displayed.

The Type Drawer is not enabled when you create it. You can enable it in the Type Drawer Info panel. When you enable a Type Drawer, you will start to be billed for the services you have set up, unless you are still within the 30 day free trial period.

You can use * as a wildcard in the first or last field in a site name to cover multiple domains or subdomains, such as adding *.example.com to include www.example.com, blog.example.com, jobs.example.com, and so on. You can also cover multinational sites using *.example.co.*. You cannot use a wildcard in place of the domain name (www.*.com) nor to replace a partial string (www.example.c*).

NOTE: Using a wildcard for a website on a hosting service, such as *.blogger.com or *.intuitwebsites.com, can have unintended consequences; other users of the hosting service could conceivably copy your CSS and have access to WebINK fonts, causing you to be billed for their bandwidth usage.

Adding Fonts to a Type Drawer

Before you can use a font on your website, you need to add the font to a Type Drawer.

To add fonts to a Type Drawer:

1. Click the WebINK Library.
2. Select one or more fonts in the WebINK Library.
3. Drag the selected fonts to the desired Type Drawer.

If the selected fonts include a font that is not in the Type Drawer's Price Tier, none of the fonts will be added, and you will be alerted about the problem.

Subsetting Fonts

Often you will find that you will never use certain characters on your website. These are usually non-English or non-European characters, and by removing unused characters from a font, you can reduce the font's download size (and correspondingly bandwidth usage, and ultimately, cost).

You specify the font subset to use in the Type Drawer. All fonts added to the Type Drawer will have only the specified subset served to all sites in the drawer.

To specify a Type Drawer's font subset:

1. Select the desired Type Drawer.
2. If it is not displayed, show the Type Drawer Info panel.
3. Choose the desired font subset from the **Subset** menu.

The options available are:

English - The standard English keyboard characters, as well as common currency, typographic, and legal symbols.

Western Europe - Everything in the English set, as well as characters used in Western European Latin languages.

Full Font - All characters in each font face in the Type Drawer will be served. **NOTE:** All fonts do not have the same characters available; some fonts have many more than others. To see the actual glyphs and glyph count for a font face, select the face, then choose **Window > View Glyphs**. (The glyph count is at the bottom right of the window.)

See [Font Subsets](#) for a complete listing of character subsets.

Removing Fonts from a Type Drawer

To remove fonts from a Type Drawer:

1. Click the Type Drawer.
2. Select one or more fonts in the Type Drawer.
3. Choose **Edit > Delete**.

Be careful in removing a font from a Type Drawer; when you delete a font it will immediately be unavailable to any sites in the drawer. If you have used that font on a live website, the site will fall back to using a different font.

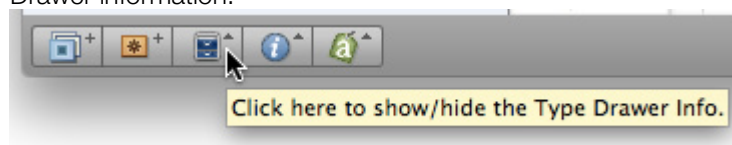
Enabling a Type Drawer

When you enable a Type Drawer:

- The WebINK fonts you've added to it will be served to your websites.
- Billing for the Type Drawer starts.

To enable a Type Drawer:

1. Select the Type Drawer.
2. Click the Type Drawer Information button at the bottom left of the Suitcase Fusion window to show the Type Drawer information.



3. Check the box labeled **Enabled**.

To disable a Type Drawer, uncheck the **Enabled** box for that drawer.

About Disabled Type Drawers

When you create a Type Drawer it is in a disabled state, so that you can add fonts and websites at your leisure without incurring a charge. When you first enable a Type Drawer, you will be charged for usage through the end of the current calendar month, then charged at the beginning of each subsequent month.

When you disable a Type Drawer, WebINK will immediately stop serving fonts to the sites associated with that drawer, even though you have already paid for the service through the end of the month. Any published CSS that refers to the disabled Type Drawer will use fallback fonts instead of the WebINK fonts.

Keep this in mind when you create Type Drawers. To avoid unnecessary billing, a good plan is to leave the Type Drawer in the disabled state, add fonts and websites to it, generate the CSS, and add the CSS to the appropriate style sheets. When you have done all this, enable the Type Drawer and enjoy your customized websites!

Managing websites

A website can be:

- A complete hostname, such as *www.example.com*.
- The word **localhost**, for testing on a web server on your local workstation.
- An IP address, such as 12.34.56.78 (especially useful for websites on your local network).
- A hostname with wildcards replacing the subdomain, the top-level domain, or both.

A website string with wildcards is a powerful way to easily include all possible sites for a client. For example, by using **.example.com*, your Type Drawer will serve fonts to *www.example.com*, *blog.example.com*, *jobs.example.com*, and any other subdomain of *example.com*.

You can also include multiple top-level domains by using the wildcard in the final position of the website name. For example, using *example.co.** allows a single Type Drawer to serve fonts to *example.co.uk*, *example.co.jp*, *example.co.de*, and all other "dot-co" websites.

Website strings cannot include wildcards to replace part of a string, like *www.ex*le.com*, and cannot be used to cover all domains, like *www.*.com*. The wildcard can only be used to specify the subdomain, the top-level domain, or both.

Cautions

- Be careful deploying CSS to a live website when **localhost** is assigned to the same Type Drawer. **localhost** is useful for local testing, but if published CSS includes a Type Drawer with **localhost**, it could lead to unexpected overages in your bandwidth.
- Don't include wildcards for hosts that might be outside your control (such as **.blogger.com* or **.intuitwebsites.com*). Anyone with a subdomain on these hosts could conceivably copy your CSS and use your WebINK fonts, causing you to be billed for the higher bandwidth usage.

Estimating Font Usage and Cost

In order to estimate the usage of the fonts in your Type Drawer, and so what your monthly cost might be, you should understand a little about how WebINK fonts are delivered and used, and you will need to make some assumptions about your visitors.

Because different browsers support different downloadable font formats, the font file that WebINK delivers for one browser may be a different size than the same font is for another browser. The difference in size will generally not be much and is taken into account in your actual billing, but for estimating purposes you can use an average font size.

When a browser loads your web page for the first time, it downloads the fonts for that page and stores them on the visitor's computer. Each time the font is downloaded to a computer, this is counted in your bandwidth usage. However, this doesn't mean that every time a person visits a page on your website that you get charged for it. The browser will use the local copy of the font that it downloaded as long as it is available. This caching of resources is under the user's control and depends on their browsing habits. Typically a font may remain in the browser's cache for as long as a day, so when a user visits your website and moves through its pages, the fonts will only be downloaded once. If they visit your site every day, it is likely that the fonts will stay in their cache for all that time.

Suppose you have five fonts in your Type Drawer, each about 40kb in size. (Most fonts available in the WebINK service are between 35kb and 50kb.) Now suppose that your website has 10,000 visitors in a month. This gives you a bandwidth of 5 fonts (times) 40,000 bytes per font (times) 10,000 downloads per month or

$$5 \times 40\,000 \times 10\,000 = 2\,000\,000\,000$$

or roughly 2 gigabytes per month.

Using WebINK on Your Websites

WebINK makes it straightforward to upgrade your existing sites to use custom fonts and to plan your new sites around this exciting capability. The tools provided within Suitcase Fusion allow you to:

- Preview fonts in the WebINK Library
- Preview a web page with WebINK fonts replacing the fonts in specific elements of the page
- Print the customized web page preview for reference or client approval
- Add the fonts in the WebINK Library to a Type Drawer
- Generate the required CSS from the Type Drawer

Previewing a Website or HTML file

To preview a website in Suitcase Fusion:

1. If you are not already connected to the WebINK service, choose **File > Connect to WebINK** and enter your username and password.
2. Choose **Web Preview** from the **Preview Type** menu at the bottom of the Suitcase Fusion window.
3. Enter the address of the website or specific page that you want to preview in the address bar at the top of the preview panel, then press Enter.

To preview an HTML file in Suitcase Fusion:

1. Choose **Web Preview** from the **Preview Type** menu at the bottom of the window.
2. Click the drop-down button at the end of the address bar and choose **Browse**.
3. Select the file you want to preview.

Customizing the Preview

You can customize the Web Preview by applying a WebINK font to any text element on the page, or to the entire page.

In order to preview WebINK fonts, you need to connect to the WebINK service. You can then use fonts from the WebINK Library or any of your Type Drawers. You can even mix fonts from multiple sources on the preview.

NOTE: Although you can use fonts from your local system in the Web Preview, you will not be able to add those fonts to a Type Drawer.

Before you start changing elements of the preview, you may find it useful to display the Web Preview selection controls, which give you information about the selected element and tools to use on the Web Preview.

Selecting preview elements

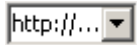
- To select an element on the preview page, click it once.
Selected elements are surrounded by a dotted marquee.
- To select multiple elements, hold down the Control key and click each element.
NOTE: Depending on how the page is structured, you might click on part of a page that selects the parent element of several elements (such as an entire list rather than one item in the list).
- To deselect an element, hold down the Control key and click the element.

Web Preview controls



Back and Forward

Page through visited websites, removing any formatting changes.



Address Bar

Enter any web address, select any previously visited address from the drop down menu, or select **Browse** from the menu to open any local HTML file.



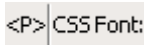
Reload page

Removes any formatting and reloads the current page.



Stop

Stops loading the current page.



Selection information

Displays the HTML tag and class of the current selection. If you have applied a WebINK font to the selected element, that information is displayed as well.



Font Painter

To apply a font to multiple elements, click a font thumbnail, click the Font Painter button, then click elements on the Web Preview. Click Font Painter again when you are finished.



Font Filter

Hides font thumbnails for all fonts that you have not applied to the Web Preview.



Select Body

Selects the entire body of the web page.



Clear selections

Removes all selections and resets the formatting.



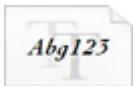
Previous Change and Next Change

Allows you to review the changes made to a page one at a time.



Restore style

Restores the original style to the selected elements.



Font thumbnail

The font thumbnails give an example of a few characters in the font. Click a thumbnail to apply the font to an element, or drag thumbnails to your Type Drawer.



Font size

Select different font sizes from the drop down menu or by moving the slider.

Printing the Web Preview

You may want a physical example of how a website looks with specific fonts applied. You may even want to show a client multiple versions of his website based on a variety of font choices.

To this end, you can print the Web Preview pane, showing a website as it would look with WebINK fonts, before you commit to using those fonts.

To print the Web Preview:

1. Load the page to display in the Web Preview pane.
2. Select one or more elements of the preview to customize.
3. Click a font thumbnail to apply to the selected areas.
Repeat the above steps to apply a different font to different elements of the preview.
4. Choose **File > Print Preview Pane**.

Generating CSS to Use on your Website

At any time, you can create a Cascading Style Sheet from your Type Drawer. You can then integrate this CSS directly into your websites, or customize it further.

To generate the CSS from a Type Drawer:

1. Select a Type Drawer.
2. Choose **File > Export Type Drawer CSS**.
3. Enter a name for the file and click Save.

The exported CSS file will have one `@font-face` entry for each font in your Type Drawer. Each entry will look something like this:

```
@font-face {  
  font-family: single_font_name;  
  src: url('http://fnt.webink.com/wfs/?drawer=00000000-0000-0000-0000-  
    00000000&font=FFFFFFFF-FFFF-FFFF-FFFF-FFFFFFFF'); }  

```

The easiest way to use the WebINK CSS is to copy the text from the file and paste it into your existing CSS file.

The WebINK CSS incorporates unique identification information for your Type Drawer. The WebINK service checks the website requesting the font against those assigned to the Type Drawer. If the requesting website is not in the drawer, the font will not be available to it. This prevents other websites from using the fonts you are paying for.

Integrating the WebINK CSS into your Website

WebINK CSS consists of a series of `@font-face` definitions. `@font-face` is a part of the proposed CSS3 standard that was first proposed as part of CSS2. Because of this early introduction, many browser vendors have already integrated support for `@font-face`. This means WebINK fonts will be displayed properly in most popular desktop browsers. For a complete list of compatible browsers, see "Compatible Browsers" on page 81.

Once you have generated the WebINK CSS from your Type Drawer, you can integrate it into your website by copying its contents to your main style sheet.

To integrate the WebINK CSS into your main style sheet:

1. Open your the main CSS file from your website in your web editor.
2. Open the WebINK CSS file.
3. Select all the text in the WebINK file, copy it, and paste it near the top of your main CSS file.
4. Add references to the WebINK `font-family` entries to your CSS.
5. Save and republish your main CSS file.

Your website will reflect the new styles immediately.

NOTE: If your website is served securely (that is, it uses the HTTPS protocol), then you will need to modify your WebINK CSS by changing every instance of "http:" to "https:".

A Simple CSS Example

This shows exported WebINK CSS followed by a typical style assignment.

```
@font-face {
  font-family: BigDaddy;
  src: url('http://fnt.webink.com/wfs/?drawer=00000000-0000-0000-0000-00000000&font=FFFFFFFF-FFFF-FFFF-FFFF-FFFFFFFF'); }
h1 {
  font-family: BigDaddy, "Arial Black", sans-serif;
  font-size: 40px; }
```

By including fallback fonts in the `h1` definition, you determine how the website will look if the WebINK font is not available (for example, if the browser visiting your site doesn't support `@font-face`).

Why So Many Faces?

The WebINK CSS includes a CSS `@font-face` entry for each font in your Type Drawer. If you include a font family that has bold, italic, and bold-italic variants on top of a regular typeface, the exported WebINK CSS will have four `@font-face` entries.

You might be tempted to manually link them all to the same `font-family` and add values for `font-style` and `font-weight` descriptors. While ideally this would greatly simplify your CSS, the reality of the situation is that some popular browsers do not correctly support this type of style linking.

For the foreseeable future, we recommend that you use the individual `@font-face` entries in the WebINK CSS to avoid issues with some browsers.

You can easily modify the tag definitions in your style sheet to accommodate these browser shortcomings.

Example WebINK CSS

The following is CSS from WebINK for a font named "Grotesque" that has bold, italic, and bold-italic variants.

```
@font-face {
  font-family: GrotesqueB;
  src: url('http://fnt.webink.com/wfs/?drawer=00000000-0000-0000-0000-00000000&font=FFFFFFFF-FFFF-FFFF-FFFF-FFFFFFFF'); }
@font-face {
  font-family: GrotesqueBI;
  src: url('http://fnt.webink.com/wfs/?drawer=00000000-0000-0000-0000-00000000&font=FFFFFFFF-FFFF-FFFF-FFFF-FFFFFFFF'); }
@font-face {
  font-family: GrotesqueI;
  src: url('http://fnt.webink.com/wfs/?drawer=00000000-0000-0000-0000-00000000&font=FFFFFFFF-FFFF-FFFF-FFFF-FFFFFFFF'); }
@font-face {
  font-family: GrotesqueReg;
  src: url('http://fnt.webink.com/wfs/?drawer=00000000-0000-0000-0000-00000000&font=FFFFFFFF-FFFF-FFFF-FFFF-FFFFFFFF'); }
```

Modified CSS tags

Here are some CSS tags for the above `@font-face` elements, modified to utilize multiple `font-family` definitions. Note the definitions for combined tags; if you use the `<b><i>` combination for ***bold italic*** text, you will need to define that combination, and likewise if you use the reverse notation `<i><b>`. By defining this combination to use the actual bold-italic variant of the font, you avoid having the operating system or browser attempt to create its own variant from the base font (which usually has less than desirable results), or worse, in the case of some browsers, fall back to using the plain font.

```
body { font-family: GrotesqueReg, Arial, sans-serif; }
em { font-family: GrotesqueI, "Arial Italic", Arial-ItalicMT, Arial, sans-serif; }
i { font-family: GrotesqueI, "Arial Italic", Arial-ItalicMT, Arial, sans-serif; }
strong { font-family: GrotesqueB, "Arial Bold", Arial-Bold, Arial, sans-serif; }
b { font-family: GrotesqueB, "Arial Bold", Arial-Bold, Arial, sans-serif; }
b i { font-family: GrotesqueBI, "Arial Bold Italic", Arial-BoldItalicMT, Arial, sans-serif; }
i b { font-family: GrotesqueBI, "Arial Bold Italic", Arial-BoldItalicMT, Arial, sans-serif; }
```

Note also that we use styled font names in the fallback stack so that if the browser does need to use a different font, your style intentions are still maintained. To accommodate different browsers on different platforms, we include both the English font name and the Postscript name (such as `Arial-ItalicMT`).

Obviously, depending on your preferred approach, you won't need to define both `b i` and `i b` combinations. However, if you use a different face for headings (`h1`, `h2`, and so on) for example, you may find that you will need to specify bold or italic (or both) specifically for those tags:

```
@font-face {
  font-family: SlabberHeavy;
  src: url('http://fnt.webink.com/wfs/?drawer=00000000-0000-0000-0000-00000000&font=FFFFFFFF-FFFF-FFFF-FFFF-FFFFFFFF'); }
@font-face {
  font-family: SlabberHeavyItalic;
  src: url('http://fnt.webink.com/wfs/?drawer=00000000-0000-0000-0000-00000000&font=FFFFFFFF-FFFF-FFFF-FFFF-FFFFFFFF'); }
h1 {font-family: SlabberHeavy, "Arial Bold", Arial-Bold, sans-serif; }
h1 i {font-family: SlabberHeavyItalic, "Arial Bold Italic", Arial-BoldItalicMT, Arial, sans-serif; }
```

Compatible Browsers

WebINK uses the `@font-face` capability of a browser to deliver fonts. Different browsers offer different levels of support for this capability. WebINK handles the required font formats for most browsers behind the scenes. Some browser implementations don't support `@font-face`, and some have limited support; the sections below offer suggestions for supporting these browsers.

This table lists popular browsers for each major operating system, and the minimum browser version that WebINK supports.

Browser	Mac version	Windows version	Linux version	Mobile version
Chrome	4.0	4.0	4.0	N/A
Firefox	3.5	3.5	3.5	N/A
Internet Explorer	N/A	6.0 (Note 1)	N/A	N/A
Opera	10.53	10.53	N/A	N/A
Safari	3.1	3.1	N/A	Note 2
WebKit	Note 3	Note 3	Note 3	Note 2

1. Internet Explorer does not support using `font-weight` or `font-style` within the `@font-face` declaration. Because of this, WebINK does not utilize this linking capability of `@font-face` for *any* browser; see "Integrating the WebINK CSS into your Website" on page 78 for a solution.
2. Mobile Safari, the browser used on Apple's iPhone, iPad, and iPod Touch, only supports SVG-format web fonts; see the section below on experimental support for this in WebINK. (This limitation may also exist in other mobile browsers based on WebKit.)
3. WebKit is the open source basis for Safari and other browsers such as OmniWeb and BumperCar. WebKit implemented `@font-face` support in October 2007; WebKit-based browsers released since then may work with WebINK fonts.

Experimental Support for SVG Fonts

Some browsers (most notably the browser on Apple's iPhone and other mobile devices) only support the SVG format for downloadable fonts. Unfortunately, because SVG is a graphics format and not specifically a font format, the CSS needed to support these browsers is a little more complicated.

Suitcase Fusion 3 and the WebINK Type Drawer manager do not generate this CSS, but you can manually add the necessary lines to your CSS and the WebINK server will serve SVG fonts to browsers that require it.

Suppose the CSS for your Type Drawer looks like this:

```
@font-face {
  font-family: Adrenaline;
  src: url('http://fnt.webink.com/?drawer=FFFFFFFF-0000-0000-0000-
    FFFFFFFFFFFFFFFF&font=00000000-FFFF-FFFF-FFFF-000000000000'); }
```

To add support for SVG fonts, you can add this:

```
url('http://fnt.webink.com/wfs/?drawer=FFFFFFFF-0000-0000-0000-
  FFFFFFFFFFFFFFFF&font=00000000-FFFF-FFFF-FFFF-000000000000#font')
  format('svg');
```

So that your CSS looks like this:

```
@font-face {
  font-family: Adrenaline;
  src: url('http://fnt.webink.com/?drawer=FFFFFFFF-0000-0000-0000-
    FFFFFFFFFFFFFFFF&font=00000000-FFFF-FFFF-FFFF-000000000000'),
  url('http://fnt.webink.com/wfs/?drawer=FFFFFFFF-0000-0000-0000-
    FFFFFFFFFFFFFFFF&font=00000000-FFFF-FFFF-FFFF-000000000000#font')
  format('svg'); }
```

The second URL tells WebINK to provide the SVG version of the font. Mobile Safari won't even ask for a web font to be delivered if the CSS does not include this syntax, so WebINK cannot rely on just one `url` reference to deliver the appropriate format font to each individual browser.

You do not need to add this CSS unless you want to specifically include SVG-only browsers such as Mobile Safari in your web page support. If you do not add this CSS, be sure to include a robust fallback stack so that Mobile Safari can render your page similar to how a browser that lacks support for `@font-face` would.

NOTE: There have been reports that Mobile Safari does not render a page correctly (and even crashes) if the page includes multiple fonts from the same family (such as a normal style font and an italics style of the same font). This is one of the reasons we still label this support "experimental."

Browsers Lacking @font-face Support

In order to deliver web content to users with older browsers or browsers lacking @font-face support, your CSS should include fallback fonts. You probably already do this anyway, but as a refresher, here is an example of what you can do to make sure your websites are viewable by a majority of visitors.

```
@font-face {  
    font-family: GrotesqueReg;  
    src: url('http://fnt.webink.com/wfs/?drawer=00000000-0000-0000-0000-  
        00000000&font=FFFFFFFF-FFFF-FFFF-FFFF-FFFFFFFF'); }  
body { font-family: GrotesqueReg, 'Lucida Grande', Arial, sans-serif; }
```

Points to remember:

- Include your target font (the WebINK font) first in the font-family list.
- You can include a less common font in the list. If users have it installed but their browser doesn't support WebINK fonts, they will see this font instead.
- Font family names with multiple words need to be enclosed in quotes ('Lucida Grande' in the example).
- The next-to-last entry in the font-family list should be a common web font. See the list below for examples.
- The final entry in the list should be a generic font family.

Generic font family	Common web fonts
serif	Times New Roman, Georgia
sans-serif	Verdana, Arial, Tahoma
monospace	Courier New, Lucida Sans Typewriter, Andale Mono
cursive	Comic Sans MS, Lucida Handwriting
FANTASY	Impact, Papyrus

The Code Style web site, another great resource where you can spend hours learning tips and tricks to make your web designs really pop, has a page of starter font stacks and links to other articles as well as a font stack builder. See <http://www.codestyle.org/css/font-family/BuildBetterCSSFontStacks.shtml>.

A nice overview on font stacks, as well as a clear description of some of the characteristics of fonts that you may not think about for your fallback stack, can be seen at <http://www.slideshare.net/maxdesign/css-fontstacks> (Flash Player is required for the slideshow).

Font Subsets

WebINK allows you to specify a subset of characters to be served for the fonts in your Type Drawer. See [Adding Fonts to a Type Drawer](#) for information on how to specify the subset used.

The subsets are English, Western Europe, and Full Font. Full Font consists of all the characters available in each font in your Type Drawer. Note that for different fonts there may be a different set of characters available; for specifics on each font, select the font and open the Glyph View window (**Window > View Glyphs**).

In addition to the characters listed, a subset will include any typographic variants based on other characters in the subset, as long as they are named using standard glyph naming conventions. For example, if a font includes a "Th" ligature named "T_h," that ligature will be included in the English subset.

English

Code	Char	Name	Code	Char	Name	Code	Char	Name	Code	Char	Name
0020		space	005F	_	underscore	00B9	¹	onesuperior	201E	„	quotedblbase
0021	!	exclam	0060	`	grave	00BA	º	ordmasculine	2020	†	dagger
0022	"	quotedbl	0061	a	a	00BB	»	guillemotright	2021	‡	daggerdbl
0023	#	numbersign	...	...		00BC	¼	onequarter	2022	•	bullet
0024	\$	dollar	007A	z	z	00BD	½	onehalf	2026	...	ellipsis
0025	%	percent	007B	{	braceleft	00BE	¾	threequarters	2030	‰	perthousand
0026	&	ampersand	007C		bar	0131	ı	dotlessi	2039	◁	guilsinglleft
0027	'	quotesingle	007D	}	braceright	0141	Ł	Lslash	203A	▷	guilsinglright
0028	(	parenleft	007E	~	asciitilde	0142	ł	lslash	2044	/	fraction
0029	)	parenright	00A0		uni00A0	0152	Œ	OE	20AC	€	Euro
002A	*	asterisk	00A1	¡	exclamdown	0153	œ	oe	2113	ℓ	uni2113
002B	+	plus	00A2	¢	cent	0160	Š	Scaron	2122	™	trademark
002C	,	comma	00A3	£	sterling	0161	š	scaron	2126	Ω	uni2126
002D	-	hyphen	00A4	¤	currency	0178	ÿ	Ydieresis	212E	€	estimated
002E	.	period	00A5	¥	yen	017D	Ž	Zcaron	2202	∂	partialdiff
002F	/	slash	00A6	‡	brokenbar	017E	ž	zcaron	2206	Δ	uni2206
0030	0	zero	00A7	§	section	0192	f	florin	220F	Π	product
0031	1	one	00A8	¨	dieresis	02C6	ˆ	circumflex	2211	Σ	summation
...	...		00A9	©	copyright	02C7	ˇ	caron	2212	–	minus
0039	9	nine	00AA	ª	ordfeminine	02C9	˘	uni02C9	2215	/	uni2215
003A	:	colon	00AB	«	guillemotleft	02D8	˘	breve	2219	·	uni2219
003B	;	semicolon	00AC	¬	logicalnot	02D9	˙	dotaccent	221A	√	radical
003C	<	less	00AD	-	uni00AD	02DA	◊	ring	221E	∞	infinity
003D	=	equal	00AE	®	registered	02DB	˚	ogonek	222B	∫	integral
003E	>	greater	00AF	ˉ	macron	02DC	˜	tilde	2248	≈	approxequal
003F	?	question	00B0	°	degree	02DD	˝	hungarumlaut	2260	≠	notequal
0040	@	at	00B1	±	plusminus	03C0	π	pi	2264	≤	lessequal
0041	A	A	00B2	²	twosuperior	2013	–	endash	2265	≥	greaterequal
...	...		00B3	³	threesuperior	2014	—	emdash	25CA	◊	lozenge
005A	Z	Z	00B4	´	acute	2018	‘	quoteleft	FB00	ff	ff
005B	[	bracketleft	00B5	μ	uni00B5	2019	’	quoteright	FB01	fi	fi
005C	\	backslash	00B6	¶	paragraph	201A	‚	quotesinglbase	FB02	fl	fl
005D	]	bracketright	00B7	·	periodcentered	201C	“	quotedblleft	FB03	ffi	ffi
005E	^	asciicircum	00B8	¸	cedilla	201D	”	quotedblright	FB04	ffl	ffl

Western Europe

The Western Europe set is a superset of the [Adobe Latin 2](#) character set, which supports these languages: Afrikaans, Basque, Breton, Catalan*, Danish, Dutch, English, Finnish, French, Gaelic, German, Icelandic, Indonesian, Irish, Italian, Norwegian, Portuguese, Sami, Spanish, Swahili and Swedish.

*Adobe Latin 2 does not include the Catalan *Ldot* and *Idot* characters (codes 013F and 0140). However, if a WebINK font includes these characters, they will be available in the Full Font "subset."

Code	Char	Name	Code	Char	Name	Code	Char	Name
00BF	¿	questiondown	00D5	Õ	Otilde	00EB	ë	edieresis
00C0	À	Agrave	00D6	Ö	Odieresis	00EC	ì	igrave
00C1	Á	Aacute	00D7	×	multiply	00ED	í	iacute
00C2	Â	Acircumflex	00D8	Ø	Oslash	00EE	î	icircumflex
00C3	Ã	Atilde	00D9	Ù	Ugrave	00EF	ï	idieresis
00C4	Ä	Adieresis	00DA	Ú	Uacute	00F0	ð	eth
00C5	Å	Aring	00DB	Û	Ucircumflex	00F1	ñ	ntilde
00C6	Æ	AE	00DC	Ü	Udieresis	00F2	ò	ograve
00C7	Ç	Ccedilla	00DD	Ý	Yacute	00F3	ó	oacute
00C8	È	Egrave	00DE	Þ	Thorn	00F4	ô	ocircumflex
00C9	É	Eacute	00DF	ß	germandbls	00F5	õ	otilde
00CA	Ê	Ecircumflex	00E0	à	agrave	00F6	ö	odieresis
00CB	Ë	Edieresis	00E1	á	aacute	00F7	÷	divide
00CC	Ì	Igrave	00E2	â	acircumflex	00F8	ø	oslash
00CD	Í	Iacute	00E3	ã	atilde	00F9	ù	ugrave
00CE	Î	Icircumflex	00E4	ä	adieresis	00FA	ú	uacute
00CF	Ï	Idieresis	00E5	å	aring	00FB	û	ucircumflex
00D0	Ð	Eth	00E6	æ	ae	00FC	ü	udieresis
00D1	Ñ	Ntilde	00E7	ç	ccedilla	00FD	ý	yacute
00D2	Ò	Ograve	00E8	è	egrave	00FE	þ	thorn
00D3	Ó	Oacute	00E9	é	eacute	00FF	ÿ	ydieresis
00D4	Ô	Ocircumflex	00EA	ê	ecircumflex			

WebINK Workflows

Your workflow using the WebINK service and tools may vary depending on the goal of the job at hand. If you are working with an existing website to rebrand it using better fonts, then your primary task will be to replace existing fonts on the original website. If you are creating a new website, you can craft the site's look around the availability of a larger palette of typefaces.

If you are working with an existing website, Suitcase Fusion allows you to preview pages from the site and temporarily replace fonts in any elements with fonts from the WebINK Library.

If you are starting a website from scratch, you can assign a local web server as the site for a Type Drawer, add fonts to the drawer, generate the CSS, and incorporate the WebINK style sheet into your local work.

In either case, you can continue to work with your regular web editing tools.

A Local Web Server

In order to preview WebINK fonts on a web page you are developing, you need to serve those pages from a web server, either on your computer or on another computer on your network.

Most modern operating systems include a built-in web server, and there are plenty of free and commercial servers available for download. If you don't want to spend a lot of time installing, configuring, and learning new software, you can use your computer's own web server. On Mac OS X, you need to turn on Web Sharing in System Preferences. On Windows XP, Vista, and Windows 7, you can install the optional Internet Information Services component from Control Panel.

Once you set up and start your web server, place your HTML and CSS files in the location the server uses as its "home" location for serving files. On Mac OS X this is usually in the Sites folder in your home folder; for IIS on Windows it is usually in C:\inetpub\wwwroot\ (You would usually place each site's files in a separate folder.)

Adding your local site to your Type Drawer

When testing your site on a local web server, you will refer to it using a local name rather than its eventual World Wide Web URL. Most web servers allow you to refer to your local computer in a variety of ways. For example, on Mac OS X, you can load your local website using the computer's IP address, its name, or the term **localhost**.

You will need to add at least one of these local website names to your Type Drawer, but keep these things in mind:

- Don't use the web server's IP address unless it is static. Ask your network administrator to provide the server's name or, if you are using your own computer, use **localhost**.
- When your real website goes live on the Internet, don't forget to remove your test website from your Type Drawer to avoid unnecessary charges.

For more information about setting up a web server on your computer, see your computer's documentation. You may also find these links helpful:

Setting up Web Sharing on Mac OS X v10.6 (Snow Leopard):

<http://docs.info.apple.com/article.html?path=Mac/10.6/en/8236.html>

Setting up Web Sharing on Mac OS X v10.5 (Leopard):

<http://docs.info.apple.com/article.html?path=Mac/10.5/en/8236.html>

Setting up IIS on Windows 7:

<http://windows.microsoft.com/en-US/windows7/Install-Internet-Information-Services-IIS-7-5>

Setting up IIS on Windows Vista:

<http://windows.microsoft.com/en-us/windows-vista/Install-Internet-Information-Services-IIS-7-0>

Setting up IIS on Windows XP:

<http://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/iiiisin2.mspx?mfr=true>

Rebranding an existing website

Cascading Style Sheets were born to make it simple to change the look of a website with minimal fuss. If your website is already using CSS to define fonts and layout, then you are ready to modify the site using WebINK fonts.

If your site uses inline styles or an internal style sheet, we strongly advise that you consider undertaking the effort to move it to using a single external style sheet. It will make your site much more consistent and much easier to modify in this regard in the future.

Assuming you are using a single external style sheet for your website's CSS, here are the steps to take to give the site a WebINK makeover:

1. Create a Type Drawer in Suitcase Fusion.
2. Add your site to the Type Drawer.
3. Add the fonts you want to use on your website to the Type Drawer.
4. Export the CSS for your Type Drawer.
5. Add the WebINK CSS to your website's style sheet.
6. Modify the CSS tags in your style sheet to use the WebINK fonts.
7. Republish your style sheet.

When choosing fonts, the Web Preview feature of Suitcase Fusion can be a big help. You can try out new fonts on your existing website before you add them to your Type Drawer. Load your existing website into the preview, select elements, and assign a font to the selected elements.

Integrating WebINK fonts into a new website

WebINK is designed to serve fonts to a site hosted on a web server. While you can use the Web Preview function to test fonts on local HTML files, in order to use WebINK fonts in website development and testing, you will need to host and load your sites from a web server running on your computer or accessible on your network.

To integrate WebINK fonts into a website you are planning, you should consider using a single style sheet for the entire site. (This is a good practice even if you are not using WebINK fonts.) Using a single style sheet guarantees that every page in the site will use exactly the same styles, and makes it easier to maintain and remodel the site in the future.

Since you will probably be developing the website on a standalone workstation, you have some leeway of testing and modifying the look of a site during its development.

Here are the steps involved in creating a new website using WebINK fonts:

1. Create a Type Drawer in Suitcase Fusion.
2. Add the name or IP address of your local web server to the Type Drawer.
3. Add the fonts you want to use on your website to the Type Drawer.
4. Enable the Type Drawer.
5. Export the CSS for your Type Drawer.
6. Create your style sheet using the WebINK fonts at the top of your font stack.
7. Create your website, posting it to your web server and previewing the pages to make sure the WebINK fonts match your layout.
8. When complete, add the actual site to the Type Drawer and remove your local web server.
9. Publish your website!

An important part of website testing is to test with the fallback fonts in your font stack as well. You can do this by temporarily using a different style sheet that does not include the WebINK fonts. If your web server is on your desktop workstation, you can use your existing style sheet and disconnect your computer from the Internet to test your fallback stack. (You may need to clear your browsers' caches so previously-downloaded WebINK fonts do not appear.)

Using WebINK from a Browser

You can access the basic functionality of WebINK from a web browser. This can be convenient if, for example, you are away from your desktop computer but need to make a change to a Type Drawer, or if you want someone else to have access to your account.

You can review and edit your Type Drawers from a web browser, including:

- View summary information for all your Type Drawers
- Create a new Type Drawer
- Edit an existing Type Drawer (including adding and removing fonts)
- Duplicate a Type Drawer
- Generate CSS for a Type Drawer
- Delete a Type Drawer

You can also use the browser interface to WebINK to transfer a Type Drawer to another WebINK account. (This feature is not yet available in Suitcase Fusion.)

In addition, the WebINK site allows you to create Type Drawers with no usage level or price tier specified. These drawers will not be visible in Suitcase Fusion.

Getting Started with WebINK

1. Log in to your WebINK account at <http://www.webink.com>.
You can view and manage your WebINK account by following the **Edit Account** link; see "Managing Your WebINK Account Details" on page 87 for more information.
2. From the WebINK page, click **My Type Drawers**.
The My Type Drawers page lists all the Type Drawers you have created, either on WebINK.com or using Suitcase Fusion. The list shows the name and summary information for each Type Drawer.
Above the Type Drawers list are the following controls:
 - **Add a drawer** - Enter a name and click the **[+]** button to create a new Type Drawer.
 - **Locate assigned sites** - Lists all the websites assigned to any of your Type Drawers.
 - **Sort drawers** - A menu that allows you to sort your Type Drawers list.
3. Create a Type Drawer by entering a name and clicking **[+]**.
The Type Drawer is initially shown in summary view. The top bar shows the drawer name, number of fonts, number of websites, Usage Level, Price Tier, and Status.
The bottom bar of the summary allows you to copy, transfer, or delete the Type Drawer, and shows transfer status.
Click anywhere in the top bar to show and modify the details of the Type Drawer; see "Type Drawer Details" on page 88 for more information.

Other features:

- Click the **Enable** or **Disable** button to enable or disable a Type Drawer.
WebINK will not serve fonts to websites associated with a disabled Type Drawer.
- Click **Copy Drawer** to duplicate the Type Drawer.
- Click **Transfer Drawer** to transfer the Type Drawer to another WebINK user.
A message will be sent to the other user, and the status of the transfer will be displayed at the bottom of the Type Drawer summary. For more information, see "Transferring a Type Drawer" on page 90.
- Click **Delete Drawer** at the bottom right of a Type Drawer to delete that drawer immediately.
Warning: WebINK will immediately stop serving fonts to the websites associated with the Type Drawer if you delete it.

Managing Your WebINK Account Details

Your WebINK account includes contact and billing information. This always needs to be up-to-date; WebINK uses your email address to notify you of Type Drawer transfers from other users, usage overages, and general service information.

Also, since WebINK is billed monthly, you will need to make sure that your billing information is correct; if not, you may find that your Type Drawers are no longer serving fonts. (If this happens, contact Extensis Customer Service; see "Contact Information" on page 91.

To view your account details, log in to the WebINK service at <http://www.webink.com> and follow the **Edit Account** link. You can also go to <http://www.extensis.com> and click the **My Account** link on that page.

Type Drawer Details

When you click a Type Drawer's name, you can review and edit the details for that drawer.

Fonts

Click the **Fonts** tab to show and modify the Type Drawer's fonts.

The font list shows the font name, a small type sample, the price tier, and the foundry for each font in the list.

You can select a font by checking the box next to its name, or select all fonts by checking the box at the top of the list.

Click **Get Code** to generate the CSS for the selected fonts.

Click **Delete** to remove the selected fonts from the Type Drawer.

Click the **[+]** button at the top of the Fonts list to Explore Fonts, where you can view fonts from the WebINK Library and add them to your Type Drawer.

For information on choosing fonts, see "Exploring WebINK Fonts" on page 89.

Websites

Click the **Websites** tab to view, add, or delete websites associated with the Type Drawer.

Enter a new website name in the field at the top of the list and click the **[+]** button to add it to the Type Drawer.

You can select a website by checking the box next to its name, or select all websites by checking the box at the top of the list, then click **Delete** to remove the selected sites from your drawer.

Each Type Drawer can serve fonts to up to four websites. You can specify sites as the complete domain name (such as *www.example.com*), the word **localhost** (for testing WebINK fonts using a web server on your desktop computer), an IP address, or a domain name with wildcards.

You can use the asterisk wildcard to:

- replace the subdomain, such as **.example.com*, to include sites like *blog.example.com* and *jobs.example.com*; or
- replace the top-level domain, such as *example.**, to include all domains such as *example.com* and *example.biz*, or
- replace a national domain, such as *example.co.**, to include all domains like *example.co.uk* and *example.co.de*.

You cannot use the wildcard to replace part of a domain name (like *ex*ple.com*), nor can you include websites like **.com*; this would mean you would be paying to serve fonts to anybody with a dot-com website!

Settings

Click the **Settings** tab to change Price Tier, Usage Level and font subsetting options for the Type Drawer.

Price Tier

The Price Tier determines which fonts are available for inclusion in your Type Drawer. At each successive Price Tier level, more fonts are available for your use. Most fonts are available at the Standard Price Tier.

Choose the appropriate Price Tier from the menu. You can change the Price Tier for a Type Drawer at any time; however, since you are billed monthly, changes will not be reflected in your bill until the first of the following month.

Usage Level

The Usage Level of a Type Drawer is a measure of the monthly bandwidth that you expect the sites associated with that drawer to use. If your actual usage goes above that level, you will receive an email notifying you. You can monitor the usage for each Type Drawer from WebINK.

Choose the desired Usage Level from the menu. You can change the Usage Level for a Type Drawer at any time; however, since you are billed monthly, changes will not be reflected in your bill until the first of the following month.

Subsetting

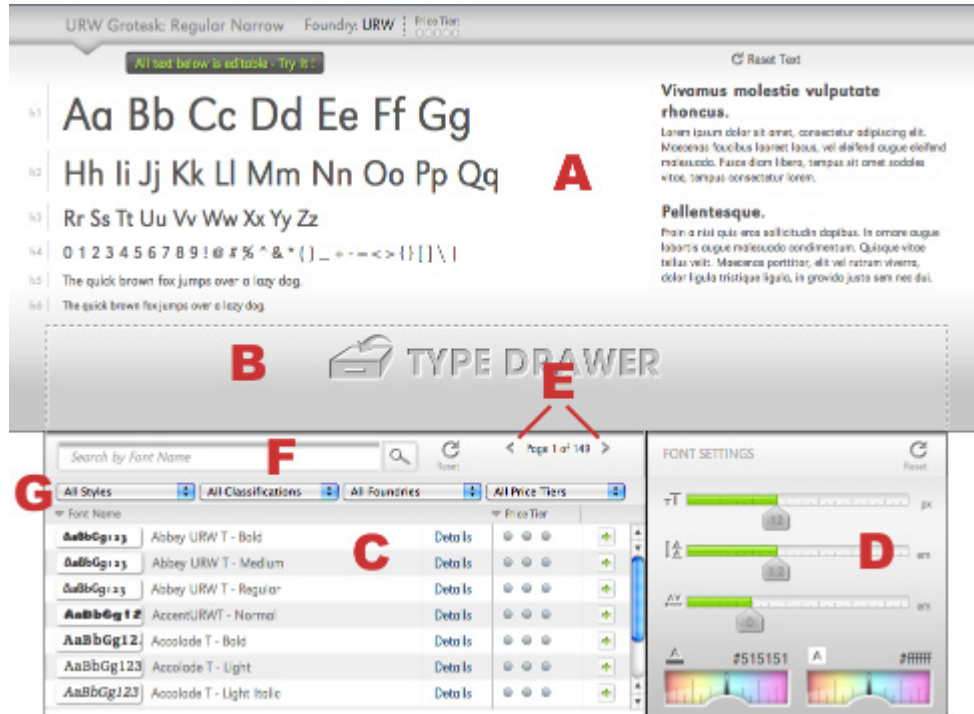
Your website may never use many of the characters that are available in a font. If you only need to display English or a Western European language, then you can elect to use only that portion of the font, which will reduce the font's download size (which will ultimately cost you less).

Choose a subset from the menu. You can choose English, Western Europe, or All. For a list of the characters included in the English and Western Europe subsets, see "Font Subsets" on page 83.

WebINK will serve the specified subset of characters for all fonts in the Type Drawer.

Exploring WebINK Fonts

The WebINK Explore Fonts page lets you preview any of the thousands of WebINK fonts available.



- A** Text Area Type text in the different fields to see size and spacing differences.
- B** Type Drawer Drag a font from the Font List and drop it into your Type Drawer.
- C** Font List Click a font to preview it in the Text Area. Click **[+]** to add the font to a Type Drawer.
- D** Font Settings Change the size, leading, kerning, color, and background color of text in the Text Area.
- E** Page Navigation Click **<** or **>** to see the previous or next page of fonts.
- F** Search Enter some text to find all fonts with that text in their name.
- G** Filters Choose a specific Style, Classification, Foundry, or Price Tier to show only those fonts.

Transferring a Type Drawer

You can transfer a Type Drawer to another WebINK user. This is useful if, for example, you have used the service to design a website and future payment for the WebINK service for that site will be handled by another party.

To transfer a Type Drawer:

1. Log in to your WebINK account.
2. Click the **My Type Drawers** link.
3. Locate the Type Drawer you want to transfer and click the **Transfer** button in the gray summary bar for the drawer.
4. When prompted, enter the email address for the user you want to transfer the drawer to and click **Transfer Drawer**.
5. WebINK will validate the user's email, then prompt you to confirm the transfer.

The recipient will receive an email alerting them of the drawer transfer. They need to log in to WebINK to accept the transfer.

The Type Drawer will remain in your account until the recipient accepts or refuses the transfer. The status will be displayed at the bottom of the Type Drawer summary. If at any time you want to stop the transfer, just click the **Cancel Transfer** button in the gray summary bar.

About Extensis

Contact Information

Extensis

1800 SW First Avenue
Suite 500
Portland, OR 97201
Toll Free: (800) 796-9798
Phone: (503) 274-2020
Fax: (503) 274-0530
Web: <http://www.extensis.com>

Celartem, Inc.

Phone: +81 3 5574 7236
Email: sales_ap@celartem.com
Web: <http://www.celartem.com/jp/>

Corporate Sales

Web: <http://www.extensis.com/corporatesales/>
Phone: (800) 796-9798, ask for Corporate Sales

Documentation Feedback

Web: <http://www.extensis.com/helpfeedback/>

Extensis Europe

Suites 17 &18, Newton House
Northampton Science Park
Kings Park Road, Moulton Park
Northampton
NN3 6LG
United Kingdom
Phone: +44 (0)1604 654 270
Fax: +44 (0)1604 654 268
Email: info@extensis.co.uk

Customer Service

Web: <http://www.extensis.com/customerservice/>
Phone: (800) 796-9798

Technical Support

Technical Support is available directly through the Extensis website or by telephone.

When contacting technical support, include the following information:

- Your serial number(s)
- Your computer configuration, including operating system, memory, hard drive configuration, etc.
- Your question or a description of the difficulty you're experiencing - what specifically occurs and when
- Your phone number if you want to have our representatives call you.

Take note of any error numbers or messages that display and any other information you think may be relevant.

For answers to frequently asked questions and troubleshooting tips, you can also visit the Extensis website:

<http://www.extensis.com/suitcasefusion/>

Priority Support

If you have an Annual Service Agreement, you are entitled to priority support. Please call the telephone number listed on your agreement to receive support 24 hours a day.

Online Support

To obtain support online, please fill out the online support form at <http://www.extensis.com/support/>

Our tech support representatives will respond by phone or e-mail, usually within 24 hours on weekdays.

Telephone Support

In North America, please call (503) 274-7030.

In Europe, please call +44 (0) 1604-654-270.

Index

A

- ABC123 preview, 36
- activating fonts, 27, 28, 29, 58
 - automatically, 55, 57
 - permanently, 29
 - temporarily, 29
- activation status, 29
- adding
 - creating sets while adding fonts, 39
 - fonts, 21, 23
 - fonts as sets, 22
 - fonts in place, 19
 - fonts individually, 21
 - fonts on demand, 22
 - fonts temporarily, 22
- Adobe Illustrator, 26, 29, 40, 55, 57, 58
- Adobe InDesign, 26, 29, 40, 55, 57
- application sets, 28, 42
- attributes
 - classifications, 43, 44, 45, 46
 - foundries, 47, 48, 49
 - keywords, 50, 51
 - styles, 52, 53
- attributes pane, 11
- auto-activating fonts, 54, 55
- auto-activation preference, 56, 57, 58

B

- background application, 30
- backing up the Font Vault, 60
- Blackletter/Uncial, 43

C

- check document fonts, 57
- check for updates, 7
- Clarendon, 43
- classifications, 43, 45
 - custom, 45
 - deleting custom, 46
 - finding by, 44
 - modifying, 45
 - reverting to the default, 45
 - sorting fonts by, 44
- close opened fonts, 58
- closing Suitcase Fusion, 30
- collecting for output, 21, 25, 26
- columns, 31
- core, 30
- corrupt fonts, 23
- create document set, 40

D

- database import, 13
- deactivating fonts, 27, 28, 29, 57
- default
 - classifications, 43, 45
 - foundries, 47
 - styles, 52
- default foundries, 48
- deleting
 - fonts, 24, 25, 41
 - sets, 41
- deleting keywords, 51
- disabling other font managers, 9
- dragging and dropping
 - to add fonts, 22
 - to collect fonts, 25
- duplicate fonts, 23, 40

E

- EPS files, 56, 58
- exit Suitcase Fusion, 30
- exporting fonts, 21, 25, 26

F

- faces, 29
- families, 31, 58
 - regrouping, 32
 - restoring default groups, 32
- finding, 31
 - by foundry, 47
 - by keyword, 50
 - by style, 52
 - fonts, 33
 - QuickFind, 32
 - smart sets, 33
- finding similar fonts, 34
- floating preview, 36
- font basics, 9
- font management, 6
- font menus, 29
- font problems, 23
- Font Sense, 54, 55, 56, 57, 58
- Font Vault, 18
 - backing up, 60
 - creating new, 59
 - enabling, 19
 - maintaining, 59
 - selecting a different, 59
- fonts pane, 11
- Fonts pane, 31
- foundries, 47
 - changing, 48
 - custom, 48
 - default, 47

- deleting custom, 49
- modifying, 48
- reverting to default, 48

G

- Geometric sans, 43
- Glyph View, 38
- Grotesque sans, 43
- grouping fonts by family, 29, 31, 58

H

- Humanist sans, 43

I

- importing data, 13
- installation, 7
- interface, 11

K

- keywords, 50
 - applying and removing, 50
 - creating, 51
 - deleting, 51
 - editing, 51
 - finding by, 50
 - modifying, 51
 - viewing, 50

L

- libraries, 21
 - creating new, 21
 - selecting, 27, 56
- libraries pane, 11
- locate missing font, 24

M

- missing fonts, 24, 56, 58
- Modern, 43

N

- nesting sets, 41

O

- Oldstyle, 44
- Ornamental, 44
- overriding system fonts, 19

P

- paragraph preview, 36
- plug-ins, 54, 55, 56, 57
 - choosing a library, 56
 - close opened fonts, 58
 - creating sets, 40
 - enabling and disabling, 57
 - installing, 55
 - pick best match, 57, 58
 - use Font Sense, 58
- preferences
 - auto-activation, 56, 57, 58
- preview, 35, 37
 - ABC123, 36
 - encoding, 35
 - floating, 36
 - glyph view, 38
 - paragraph, 36
 - printing, 37
 - QuickType, 36
 - size, 36
 - text, 36
 - type, 36
 - waterfall, 36
- preview pane, 11
- preview picture, 37
- previously managed system fonts, 13
- printing, 37

Q

- QuarkXPress, 26, 29, 40, 55, 57

- quick setup list, 18
- QuickFind, 32
- QuickMatch, 34
- QuickType preview, 36

R

- regrouping font families, 32
- removing
 - fonts, 21, 25
 - sets, 41
- removing fonts, 24
- Type Drawer, 74
- removing fonts from a Type Drawer, 74
- required system fonts, 19
- resetting attributes, 45, 48, 52

S

- Sans serif, 44
- screen shot, 37
- screenshot, 37
- Script, 44
- searching, 32, 33
- Serif, 44
- server solutions, 14
- sets, 39
 - adding fonts, 39
 - copying fonts, 41
 - creating, 22, 39
 - deleting, 41
 - duplicate, 40
 - modifying, 41
 - nesting, 41
 - removing fonts, 41
 - renaming, 41
 - smart, 33, 42
- setting up Suitcase Fusion, 18
 - quick start, 18
- Slab serif, 44
- smart sets, 33, 42, 44, 47, 50

- snapshot, 37
- sorting, 31, 44
 - by foundry, 47
- startup application, 30
- style
 - finding by, 52
- styles, 52
 - applying, 52
 - creating custom, 53
 - deleting custom, 53
 - editing custom, 53
 - modifying, 53
 - reverting to the default, 52
- subsetting fonts, 74
- WebINK, 74

- fonts, 74
- suitcase as a term, 7
- Suitcase Fusion Core, 30
- Suitcase Fusion workflow, 9
- Symbol/Pi, 44
- system fonts, 19

T

- temporary fonts, 22
- Transitional, 44
- typical setup, 14
 - advertising agency, 15
 - freelance graphic design, 14
 - printer, 16
 - publisher, 15

- service bureau, 16
- Web Design, 17

U

- upgrading, 13
- user interface, 11

W

- waterfall preview, 36
- Web Preview, 76
- workflow, 9